



REDDING SCHOOL OF THE ARTS
WHERE EDUCATION AND THE ARTS CONNECT

Redding School of the Arts
California Nonprofit Benefit Corporation
Board Meeting Agenda
Posted Monday, October 9, 2023

Date: Thursday, October 12, 2023
Location: 955 Inspiration Place, Redding
Community Room
Open Session 5:45pm

Meeting called to order by Presiding Officer
Roll Call/Establish Quorum:

Jonathan Sheldon, President	_____	Jean Hatch, Vice President	_____
Sharon Hoffman - Spector, Treasurer	_____	Tiffany Blasingame, Secretary	_____
Antonio Cota, Community Member	_____	David Skinner, Parent Rep Member	_____
Daria O'Brian, Community Member	_____		

Additional Non-Voting Participants:

Lane Carlson, Executive Director	_____	Shelley Tan, Special Ed Director	_____
Carol Wahl, Principal	_____	Sophia Zaniroli, Vice Principal	_____
Rebecca Lahey, Staff Liaison	_____	Robyn Stamm, Business Service Provider	_____

Public Forum:

Hearing of persons desiring to address the Board on a subject NOT covered in this agenda. NOTE: 1) Individual speakers will be allowed three (3) minutes to address the Board. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting. 2) Complaints presented to the Board must not involve specific reference to employees. Citizens should contact the Director for complaint procedures regarding employees. 3) A charter school cannot take action on a matter that has not been placed on the official agenda. (G.C. 54954.2).

Director Report:	(5 Min)
Principal Report:	(5 Min)
Vice Principal Report:	(5 Min)
Staff Liaison Report:	(5 Min)
Governing Board Report:	(10 Min)
Governing Board Correspondence:	(5 Min)

CONSENT AGENDA

Items listed under the Consent Agenda are considered to be routine and are acted on by the Governing Board in one motion. There is no discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda. It is understood that Administration recommends approval of all Consent Agenda items as listed. Each item on the Consent Agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

- 1.1 Approve 9/14/2023 Governing Board Meeting Minutes
- 1.2 Approve September 2023 Warrants
- 1.3 Approve Sale of Used Music Equipment
- 1.4 Approve Disposal of Special Education Curriculum Materials & Supplies
- 1.5 Approve Teacher Consent Authorization Forms:
 - 1.5.1 Michael Dressel

REGULAR AGENDA

The regular agenda includes those individual items to be discussed by the Board. Some of those items may also require action or approval by the Board. Members of the public will have the opportunity to address the Board on any item at the time that particular item is discussed by the Board, and prior to any action taken by the Board. Individual speakers will be allowed three (3) minutes to address the Board.

Discussion/Action Agenda

Financial Reporting

- 2.1 Discussion/Action: 2023-2033 McConnell Lease Amendment No. 7 Proposal (10 Min)
- 2.2 Discussion/Action: 2023/24 Redding Area Bus Authority Transportation Agreement (10 Min)
- 2.3 Discussion/Action: 2023-2025 Columbia Business Services Agreement – Amended (5 Min)
- 2.4 Discussion/Action: Directions to the Finance Committee for 1st Interim Budget Development (10 Min)
- 2.5 Discussion: High School Building Committee Update (10 Min)

General Reporting

- 2.6 Discussion: School Site Safety Committee Meeting (10 Min)
- 2.7 Discussion/Action: RSA Board Development & Governance Handbook – 2nd Read (10 Min)

Policy Review & Amendments

- 2.8 Discussion/Action: Policy Amendments (10 Min)
 - 2.8.1 Sick Benefits Leave Policy #306
 - 2.8.2 Gifts, Grants, and Bequests Policy (*formally: Acceptance of Gifts Policy*)
- 2.9 Discussion: Policy Adoption – 1st Reads (5 Min)
 - 2.9.1 Naming of Facility Policy – New

Personnel Reporting

- 2.10 Discussion/Action: Personnel Updates (5 Min)
 - New Hires:
 - o Ken Hood – 10/16/2023 High School Special Ed Specialist – Part-Time
 - Changes in Employment:
 - o Mimi Kladt- 9/21/2023 Custodian – Full-Time
 - Resignations:
 - o Ali Hijazi– 9/20/2023 Custodian – Full-Time

Meeting Adjournment:

Next Special Meeting:

Date: Thursday, October 19, 2023
Time: 1:30 p.m.
Location: Redding School of the Arts/Community Room
955 Inspiration Place
Redding, CA 96003

Next Regular Meeting:

Date: Thursday, November 16, 2023
Time: 5:45 p.m.
Location: Redding School of the Arts/Community Room
955 Inspiration Place
Redding, CA 96003

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the Main Office at 530-247-6933 for assistance. Notification at least 48 hours before the meeting will enable the school to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids or services.

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Consent Agenda

SUBJECT: Item 1.1 – Approve 9/14/2023 Governing Board Minutes

PREPARER: Adel Morfin

RECOMMENDATION: Motion to Approve Minutes.

BACKGROUND:

REFERENCE:

See Attached: Governing Board Minutes Draft



REDDING SCHOOL of ARTS
WHERE EDUCATION AND THE ARTS CONNECT

Redding School of the Arts
California Nonprofit Benefit Corporation
Un-Adopted Board Meeting Minutes

Thursday, September 14, 2023

Open Session: 5:45 p.m.

Meeting called to order by Presiding Officer Jonathan Sheldon at 5:45 p.m.

Roll Call/Establish Quorum:

Jonathan Sheldon, President	<u> X </u>
Jean Hatch, Vice President	<u> AB </u>
Sharon Hoffman - Spector, Treasurer	<u> X </u>
Tiffany Blasingame, Secretary	<u> AB </u>
David Skinner, Parent Representative	<u> X </u>
Daria O'Brien, Community Member	<u> X </u>
Antonio Cota, Community Member	<u> X </u>

Additional Non-Voting Participants

Lane Carlson, Executive Director	<u> X </u>
Shelley Tan, Special Ed Director	<u> AB </u>
Carol Wahl, Principal	<u> X </u>
Sophia Zaniroli, Vice Principal/Teacher	<u> X </u>
Cathleen Serna, Business Serv Provider	<u> X </u>
Rebecca Lahey, Staff Liaison	<u> X </u>

Board Recorder: Adel Morfin

Onsite Guests: N/A

DIRECTORS REPORT:

- Lane Carlson:

Reported working on a collaborative process with teaching staff on activities that would help demonstrate some of the California teaching standards going on in the classrooms. The information gathered will be used as a tool to assist Admin when conducting classroom observations as part of the certificated evaluation process.

Lane has also been working on a California Career Technical Education Incentive Grant (CTEIG). The grant would help support RSA" visual and performing arts pathway.

FPAE is hosting a community fundraiser to celebrate National Day of Dance and promote the new theater project. The recital will take place Friday at RSA and will feature many different dance companies and ethnic dancers in the community.

Lane reported Columbia Superintendent, Clay Ross, will be stopping by RSA on 9/18 to conduct a site visit, followed by SCOE Superintendent, Judy Flores, on 9/25. Lane also plans to meet with the Redding Rotary on 9/21 to promote RSA & RSA High School models.

PRINCIPAL REPORT:

- Carol Wahl:

Reported the All School Campout will be taking place on 9/15 at Hat Creek & Lassen Park.

She stated the monthly newsletter is available online and a great resource for anyone interested in the happenings on campus. Carol reported on some technical glitches over the past couple of weeks related to Parent Square App, Aeries, and school telephone which has caused some communication issues. RSA is aware and working to resolve it.

She reported RSA is starting to get back into a regular school rhythm. Admin is working with teaching staff to refocus on current process and procedures.

Fall NWEA testing window starts next week.

VICE PRINCIPAL REPORT:

- **Sophia Zaniroli:**
Reported the Moon Festival is coming up on 9/29. The Little Mermaid auditions have concluded and cast has been selected. Auditions for the 10/13 RSA Talent Showcase are underway. The volleyball team has played and won their last two games against St. Joseph's and Tree of Life Charter.

STAFF LIAISON REPORT:

- **Rebecca Lahey:**
Nothing to report at this time

GOVERNING BOARD REPORT:

- **Daria O'Brien:** Encouraged everyone to attend FPAAE's upcoming National Day of Dace fundraiser on 9/15.
- **Jonathan Sheldon:** Nothing to report at this time
- **Sharon Hoffman - Spector:** Nothing to report at this time
- **David Skinner:** Nothing to report at this time
- **Antonio Cota:** Nothing to report at this time

GOVERNING BOARD CORRESPONDENCE:

- No correspondence at this time.

PUBLIC FORUM:

Hearing of persons desiring to address the Board on a subject NOT covered in this agenda. NOTE: 1) Individual speakers will be allowed three (3) minutes to address the Board. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting. 2) Complaints presented to the Board must not involve specific reference to employees. Citizens should contact the Director for complaint procedures regarding employees. 3) A charter school cannot take action on a matter that has not been placed on the official agenda. (G.C. 54954.2).

- No Comments

CONSENT AGENDA:

Items listed under the Consent Agenda are considered to be routine and are acted on by the Governing Board in one motion. There is no discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda.

It is understood that the Administration recommends approval of all Consent Agenda items as listed. Each item on the Consent Agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

- 1.1 Approve 8/10/2023 Governing Board Minutes
- 1.2 Approve August 2023 Warrants
- 1.3 Approve RSA Donation
- 1.4 Approve Middle Sch Musical Director & Drama Elective Instructor Job Description – 2nd Read
- 1.5 Approve Disposal of Outdated Library Books
- 1.6 Approve 2023/24 Members of the Finance Committee
- 1.7 Approve 2023/24 Members of the Foundation for Promoting Arts Education
- 1.8 Approve 2023/24 RSA/MTSS Special Education Service Agreements
 - 1.8.1 *RSA/Breslin Occupational Therapy MOU (Occupational Therapy Services)

David Skinner moved to approve the consent agenda as listed, seconded by Sharon Hoffman-Spector. Vote 5 Ayes: 0 Nays.

Call for Requests from the Audience to Speak to Any Item on the Agenda:

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- No Comments

DISCUSSION/ACTION AGENDA:

2.1 Discussion/Action: 2022/23 Unaudited Actuals

Cathleen Serna presented the 2022/23 Unaudited Actuals report, which compares the 2022/23 Second Interim Budget vs. preliminary final year end closing as of 6/30. She reported on RSA’s ending fund balance and components, reviewed revenue, expenditures, and services and operations. Cathleen reported an increase of \$76k in certificated salaries due primarily to SpEd salaries that were not previously budgeted for at Second Interim, however, RSA was able to recoup the revenue associated with said salaries, which was also not budgeted for, creating an overall wash. Overall RSA finished the year off well with an ending fund balance of \$4,097,943.

Daria O’Brien moved to approve the 2022/23 Unaudited Actuals as written, seconded by Sharon Hoffman-Spector. Vote 5 Ayes: 0 Nays.

2.2 Discussion/Action: 2023/24 General Extra Duty Stipend Salary Schedule – Amended

Lane Carlson reported partnering with Shasta YMCA to help qualified families offset after school care costs, as part of ELOP funding. The growth in the program created a use of facility and scheduling conflict, which resulted in looking at teacher classrooms for after school care use.

Admin proposes to amend the General Extra Duty Stipend Salary Schedule to include a classroom facility use stipend to compensate select teachers for use of their classrooms. The stipend amount varies based on frequency of individual teacher classroom use and is payable per trimester (retroactive to 8/16/23).

Lane reviewed the additional minor changes to the other stipend names.

Daria O’Brien moved to approve the amendments to the 2023/24 General Extra Duty Stipend Salary Schedule as written effective 8/16/23, seconded by David Skinner. Vote 5 Ayes: 0 Nays.

2.3 Discussion/Action: 2023/24 Classified Salary Schedule

Lane Carlson proposes to amend the current Classified Salary Schedule to reflect a change to the Attendance Clerk position from Column C to Column D. He reported the change reflects the level of responsibilities and training required of the position. Approval of the changes would be retroactive to 7/1/2023.

David Skinner moved to approve the 2023/24 Classified Salary Schedule as written effective 7/1/2023, seconded by Sharon Hoffman-Spector. Vote 5 Ayes: 0 Nays.

2.4 Discussion/Action: Update Authorized Signers on the Umpqua High School Student Body Bank Account:

2.4.1 Remove Sarah Spaschak as authorized signer on the High Sch Student Body Account

2.4.2 Add Diana Ruvalcaba as authorized signers on the High Sch Student Body Account

RSA seeks approval in order to remove Sarah Spaschak as authorized signer on the Umpqua High School Student Body Bank Account. RSA will add Diana Ruvalcaba, as authorized signer in her place.

Existing signers will remain on the account as listed: Lane Carlson, Audelia Morfin, and Carol Wahl.

Sharon Hoffman-Spector moved to approve the updated Authorized Signers on the Umpqua High School Student Body Bank Account as listed, seconded by David Skinner. Vote 5 Ayes: 0 Nays.

2.5 Discussion: High School Building Committee Update

Lane Carlson reported RSA was hoping to have started breaking ground on the high building construction already, but due to recent changes in property lines, that has been delayed until in possibly October, assuming the fall weather permits. The property line adjustment was submitted today and will hopefully get recorded soon.

Lane reported the School Financing Authority approved the bond financing and grant towards costs.

He stated McConnell approved RSA’s request to extend the building lease from a 2 year contract to a 10 year contract. An amendment to the lease will be submitted to the board in the coming months for approval.

2.6 Discussion: School Site Safety Committee Meeting Update

Jonathan Sheldon reported on the School Site Safety Committee Meeting from 9/11. The committee proposes to update signage around the classrooms with Standard Response Protocol (SRP), install new campus signs in the parking lot to assist with traffic flow, and post signs in various areas around school to mitigate student behavior expectations when using the rest rooms. Jonathan mentioned the committee also discussed potential ideas on how to increase security around campus in the future.

2.7 Discussion/Action: Set Date for Governing Board Goal Setting Meeting

The Governing Board meets annually to discuss and set goals for the coming school year. The board discussed potential dates and plans to hold a special meeting on Thursday, October 19th at 1:30 p.m. for their annual goal setting meeting.

David Skinner moved to approve a special meeting on Thursday, October 19th at 1:30 p.m. for the board’s annual goal setting meeting. The motion was seconded by Sharon Hoffman-Spector. Vote 5 Ayes: 0 Nays.

2.8 Discussion: Review of RSA LiveBinder

Board members were granted online access to the RSA Live Binder. The LiveBinder serves as an informational resource containing RSA’s: Charter information, board bylaws, policies, adopted budgets, SARC report, family/personnel handbooks, and LCAP information. Lane Carlson reviewed the various sections of the electronic binder with the board.

2.9 Discussion: 2023/24 Executive Director Goals

Lane Carlson reviewed his professional goals for the 2023/24 school year as part of this evaluation process.

ADJOURNMENT:

Meeting adjourned at 7:05 p.m.

NEXT REGULAR MEETING:

Date: Tuesday, October 12, 2023
Time: 5:45 p.m.
Location: Redding School of the Arts/Community Room
955 Inspiration Place
Redding, CA 96003

Governing Board Minutes Respectfully Submitted,

Jonathan Sheldon
RSA Governing Board President

Board Approval Date

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Consent Agenda

SUBJECT: Agenda Item 1.2 – Approve September 2023 Warrants

PREPARER: Adel Morfin

RECOMMENDATION: Motion to Approve Warrants

BACKGROUND:

REFERENCE:

See Attached: Warrant Summary Report (ReqPay12C)

Checks Dated 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010972175	09/07/2023	Accrediting Commission for Sch Western Assoc of Sch & Colleg	62-5300	2023/24 WASC Membership Dues		1,190.00
9010972176	09/07/2023	Amazon, Inc	62-4310	Cardstock & Colored Pencils	54.60	
				Craft Supplies & Folders	54.63	
				Epson Photo Printer Ink	96.84	
				HS Science Supply List	628.08	
				IPEVO Document Cameras	1,017.00	
				Library Books	152.45	
				MS General Art Supplies	195.88	
				MTSS / Sensory	63.69	
				Return Ceramic Wheel Cover	25.73-	
				String Lights & Pens	25.73	
				Toner Cartridge Replacement for HP	92.64	
			62-4400	Mini-Split for Portable 1	3,066.42	
			62-4515	Rubbermaid Broom & Dustpans	463.10	
				Wire Glove Dispenser	90.09	
			62-4540	Dewalt Lithium Batteries & Charger	456.41	
				Mini-Split for Portable 1	64.33	
			62-5801	Mini-Split for Portable 1	159.99	6,656.15
9010972177	09/07/2023	AMS.NET, Inc. c/o Fremont Bank	62-4480	Cisco Line-Item Hardware Catalyst 9300 Port		35,875.66
9010972178	09/07/2023	BOURNE, CORINNE R	62-4310	2023 Textivate Prem Subscription		78.81
9010972179	09/07/2023	Builder's Door & Window Inc	62-4540	Duplicate Keys		56.31
9010972180	09/07/2023	CARCAMO, ELSA G	62-5211	Aug 2023 Nurse Mileage		82.61
9010972181	09/07/2023	Charter Schools Development Ce	62-5200	Iskra HR Academy Registration		3,200.00
9010972182	09/07/2023	DEBREE, GAVIN M	62-5211	Aug 2023 Mileage Reimb		101.33
9010972183	09/07/2023	E-Rate Advisors, Inc.	62-5804	2023 E-Rate Consulting Services		900.00
9010972184	09/07/2023	Gateway Medical Services, Inc	62-5800	Jul 2023 Pre-Employment Physicals & TB Testing		1,015.00
9010972185	09/07/2023	Gray Step Software, Inc.	62-5200	2024 ASBWorks User Conference		930.00
9010972186	09/07/2023	IXL Learning	62-4310	IXL High Sch Math License		299.00
9010972187	09/07/2023	Jaimie Mills	62-4310	Coloring Book & Pencils	43.91	
				Consumable Sch Supplies	164.86	
				Crayola Markers	48.23	
				Stickers, Activity Workbooks	190.68	447.68
9010972188	09/07/2023	Larrabee Albi Coker LLP	62-5810	Fed Express Charges		18.62
9010972189	09/07/2023	MARTIN, AMY L	62-5200	9/15 School Campout Mileage		70.74
9010972190	09/07/2023	MORFIN, AUDELIA	62-5211	Aug 2023 Mileage Reimb		67.27

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010972191	09/07/2023	ODP Business Solutions, LLC	62-4310	Classroom Supplies	41.77	
				Enrichment Classroom Supplies	274.39	
				Office Supplies	36.68	
				Office Supplies/ Sensory Room	219.31	
				Replace Index Flags	2.31	
				Return Credit: Index Flags	2.31-	
			62-4320	Yellow Copy Paper	33.03	
			62-4510	Office Supplies/ Sensory Room	100.35	
				Replace Index Flags	2.31	
				Return Credit: Index Flags	2.31-	705.53
9010972192	09/07/2023	Renaissance Learning Inc	62-5801	2023/24 Star Reading License - High Sch		520.00
9010972193	09/07/2023	San Diego County Office of Ed	62-5200	10/2 DS Foundations Course - Stoxen		900.00
9010972194	09/07/2023	Sarah Markle	62-5880	Pre-Sch Gymnastics Registration		46.35
9010972195	09/07/2023	SCHACK, MARILYN	62-4310	Class Decor & Organiz	50.53	
				CMD Adj	23.85	
				Crickets	5.47	
				Decorative Square Kit with Posters	129.76	
				TPT Math Enrichment Challenge	19.99	
				TPT Nature Class Decor Bundle	35.00	
				Unpaid Sales Tax	8.77-	255.83
9010972196	09/07/2023	SCHEXNAYDER, LINDA M	62-5211	8/31 SCOE Milage Reimb		7.86
9010972197	09/07/2023	Schoolyard Communications	62-5801	2023/24 Parent Rights Handbooks		875.00
9010972198	09/07/2023	TEIG, DEAN E	62-4310	Class Snacks	170.96	
			62-5801	Annual Kami Teacher Subscription	99.00	269.96
9010972199	09/07/2023	WANG, YIXING	62-4310	2023/24 Nearpod Subscription	159.00	
				Panda Cookies	29.67	188.67
9010973015	09/14/2023	Accrediting Commission for Sch Western Assoc of Sch & Colleg	62-5801	Substantive Change Visit Fee		640.00
9010973016	09/14/2023	Amaryah & Brian Reedy	62-4310	Pre-Algebra Textbook	78.24	
				Raised Garden Bed & Soil	53.58	
				Unpaid Sales Tax	5.29-	126.53
9010973017	09/14/2023	Amazon, Inc	62-4310	Balloons & Dry Erase Pockets	28.93	
				Classroom Supplies	73.49	
				Colored Paper & Notebooks	40.18	
				Double-Sided Tape	9.63	
				Hat Creek Class Supplies (3-5)	18.26	
				Library Books & Supplies	591.19	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010973017	09/14/2023	Amazon, Inc	62-4310	Paper Trays & Filing Cart	67.60	
				SanDisk 32GB Memory Card	70.80	
				Squishy Toys Moon Festival Rewards	38.58	
9010973018	09/14/2023	California Charter Schools JPA CharterSAFE	62-4320	ScanSnap iX1300 for Iskra	268.11	1,206.77
			62-5400	Oct 2023 CharterSafe Premium/WC/Fire Pkg		20,541.00
9010973019	09/14/2023	California Safety Company, Inc	62-5630	Sep 2023 Alarm Monitoring Fees		270.00
9010973020	09/14/2023	Charter Communications	62-5910	2023/24 Telephone Service		703.40
9010973021	09/14/2023	City of Redding Development Services	62-5830	PLA Submittal Application Fee		1,239.00
9010973022	09/14/2023	City of Redding Utilities Acct 0210456-0	62-5517	Aug 2023 Garbage Utility Services		721.51
9010973023	09/14/2023	Gopher Sports	62-4310	Hockey Replacement Nets	39.04	
				Return: Hockey Replacement Nets	32.06-	
				Volleyballs & Mesh Bags for PE	148.76	155.74
9010973024	09/14/2023	LYNAM, MELINDA	62-4310	Hat Creek Supplies for Campout (K-2)		34.73
9010973025	09/14/2023	Mendes Supply Company	62-4400	Sensor XP Upright Vacuum for HS	1,301.30	
			62-4515	Hand Soap	650.75	
				Vacuum Backplate w/ Mounting Hardware	150.75	2,102.80
9010973026	09/14/2023	Nicolet Glass Center	62-5630	Rpl Upstairs Central Girls Restroom Mirror		1,150.51
9010973027	09/14/2023	NOBLE, SHERI R	62-4310	Violin Bows & Rpl String Sets		708.33
9010973028	09/14/2023	Northern CA Pottery Supplies Attn Veronica Carrel	62-4310	Cermaic Clay for Art Class		389.86
9010973029	09/14/2023	Sarah Markle	62-4310	Ink & Paper Sch Supplies		75.66
9010973030	09/14/2023	SCHACK, BLAKE	62-5200	9/15 School Campout Mileage		75.00
9010973031	09/14/2023	SCOTT, DONNA G	62-5200	9/15 School Campout Mileage		75.00
9010973032	09/14/2023	Shannon Shelburne	62-4310	Cooking Elective Grocery Reimbursement		146.03
9010973033	09/14/2023	Shasta County Department of Resource Management	62-5801	Annual Food Safety Cert Permit Fee		361.28
9010973034	09/14/2023	Shasta Family YMCA	62-5880	Aug 2023 YMCA After School Care Fees		2,048.87
9010973035	09/14/2023	Snow Mountain Natural Spring Water, Inc.	62-4510	Aug 2023 Water Delivery for Science Portable 1	32.00	
			62-5610	Aug 2023 Water Disp Rental for Science Portable 1	12.00	44.00
9010973036	09/14/2023	Studies Weekly	62-4100	4th Studies Weekly for Social Studies		87.41
9010973037	09/14/2023	TAN, SHELLEY	62-5200	9/15 School Campout Mileage	75.00	
			62-5930	Certified Postage	8.56	83.56
9010973038	09/14/2023	The Brass Reed	62-4310	Cello End Pin	25.00	
				New Stagg Trombone	375.38	
				Reeds	25.74	426.12
9010973039	09/14/2023	US OMNI & TSACG Compliance Ser	62-5860	Aug 2023 TSA Admin Compliance Services		15.00
9010973040	09/14/2023	Wallner Plumbing Co.	62-5630	Plugged Toilet Serv Repair		175.00

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ESCAPE ONLINE

Checks Dated 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010973041	09/14/2023	ZANIROLI, SOPHIA A	62-5200	9/15 School Campout Mileage		60.26
9010973916	09/21/2023	Amaryah & Brian Reedy	62-4310	Consumable Sch Supplies/Veggie Seeds	84.30	
				Peat Pellet Seed Starting Greenhouse	13.93	98.23
9010973917	09/21/2023	Amazon, Inc	62-4310	Bass Guitars	407.53	
				Hat Creek Class Supplies (Middle Sch)	148.35	
			62-4510	Psych Book	49.50	605.38
9010973918	09/21/2023	AMS.NET, Inc. c/o Fremont Bank	62-5801	Cisco Phone System Upgrade - 25% Progress Labor Billing		4,150.00
9010973919	09/21/2023	BURKETT, THOMAS	62-4310	Batteries & Pocket Zipper	53.54	
				Mic Cable & Guitar Stand	185.27	
				Starfavor Bass Drum Pedal	64.34	303.15
9010973920	09/21/2023	CSDC Conference Registration	62-5200	CSDC's 2023 Leadership Update Conference		1,916.00
9010973921	09/21/2023	Department of Justice Account Office/Cashiering Unit	62-5870	Aug 2023 DOJ Livescan Fingerprinting Apps		96.00
9010973922	09/21/2023	ISKRA, NICOLE A	62-5200	CSDC HR Academy Meal/Mileage Per Diem		343.77
9010973923	09/21/2023	Mission Linen & Uniform Serv	62-5530	9/14 Logo Mat Laundry Service		172.02
9010973924	09/21/2023	Natasha/Nick Dan	62-4310	Consumable Sch Supplies		131.02
9010973925	09/21/2023	NOBLE, SHERI R	62-4310	Little Mermaid, Aladdin, Sing Sheet Music	146.19	
				Unpaid Sales Tax	9.88-	136.31
9010973926	09/21/2023	ODP Business Solutions, LLC	62-4310	Class Supplies	92.94	
				Color Coding Labels	18.28	111.22
9010973927	09/21/2023	Pitney Bowes Global Financial Services LLC	62-5620	Prop Tax Fee for Postage Machine Lease		8.82
9010973928	09/21/2023	Platt Electric Supply, Inc.	62-4540	Heat Shrink Tube		5.29
9010973929	09/21/2023	PLUMMER, CASSANDRA L	62-4310	Acrylic Sheets	34.31	
				Disposable Plates & Storage Bags	6.56	
				Grout Mixer & Sponge	28.35	
				Industrial Magnets	13.89	
				Pringles for Pin Hole Camer Prj	18.29	
				Sharpie Markers	45.94	
				Understanding Exposure Book	18.22	165.56
9010973930	09/21/2023	SCHACK, MARILYN	62-4310	Craft Sticks for Hat Creek Activity		17.03
9010973931	09/21/2023	Scholastic Inc	62-4310	Zimmerman Strywrks 3 Magazine Subscription	520.84	
				Unpaid Sales Tax	35.21-	485.63
9010973932	09/21/2023	School Health Corporation	62-4400	Ambco Manual Audiometer		1,344.65
9010973933	09/21/2023	Shannon Shelburne	62-4310	Cooking Elective Grocery Reimbursement		112.80

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010973934	09/21/2023	Sharrah Dunlap Sawyer, Inc	62-5830	High Sch Surveyor Services		2,625.00
9010973935	09/21/2023	Siera Howell	62-4310	Consumable Sch Supplies	52.23	
				Pencils	9.79	
				Pilot Marker Pens	14.71	
				Pocket Folders	17.15	
			62-5880	Writing Paper & Crayola Markers	24.65	
				Crayola Markers	24.12	
				Crayola Retractable Markers	9.11	
				Foam Sheets	13.40	
				Ink & Printer Paper	53.56	
				Pocket Folders	15.11	233.83
9010973936	09/21/2023	SurveyMonkey Inc.	62-5860	2023/24 Survey Monkey License		468.00
9010973937	09/21/2023	TAN, SHELLEY	62-5930	Certified Postage		8.56
9010973938	09/21/2023	ZUIDEMA, HUI SHU S	62-4310	2023/24 Gimkit Pro Subscription	59.88	
				Class Snacks	18.98	
				Index Cards	30.59	109.45
9010975030	09/28/2023	Aeries Software, Inc.	62-5200	Attendance Clerk/Technician Training Webinar		200.00
9010975031	09/28/2023	Aleksandra & Israel Soler	62-4310	Consumable School Supplies		311.05
9010975032	09/28/2023	Amazon, Inc	62-4310	Chinese Paper Lanterns	48.00	
				Power Strip	55.72	
			62-4350	Bulletin Boards - AC Hall for High Sch	137.06	240.78
9010975033	09/28/2023	Blick Art Materials LLC	62-4310	Rulers & Pencils		110.32
9010975034	09/28/2023	Blue Star Gas Associates	62-5610	HS Commercial Propane Tank Rental		106.18
9010975035	09/28/2023	BURKETT, THOMAS	62-5200	9/15 School Campout Mileage		75.00
9010975036	09/28/2023	Cherissa/Harlan Walker	62-4310	Backpack & Sch Supplies		20.45
9010975037	09/28/2023	City of Redding Utilities Acct 0206257-8	62-5516	Sep 2023 Electricity/Sewer Utilities	8,729.43	
			62-5518	Sep 2023 Electricity/Sewer Utilities	811.11	9,540.54
9010975038	09/28/2023	DRESSEL, MICHAEL G	62-4310	LED Lantern Lights for Moon Fest	17.87	
				Round Fastners & Wick Holders for Hat	82.08	99.95
				Creek Activity		
9010975039	09/28/2023	GERLACH, SUZANNAH A	62-4310	Cups & Beans for Class Activity	13.18	
				Factors & Multiples Worksheet Download	4.00	17.18
9010975040	09/28/2023	GOODMAN, JENNIFER	62-5211	Aug 2023 Psych Mileage Reimb		13.36
9010975041	09/28/2023	J.W. Pepper & Son, Inc.	62-4310	Firefly Choir Music Download		67.98
9010975042	09/28/2023	JACOBSEN, BRIDGETTE R	62-4310	TPT Study Novel Downloads		25.25
9010975043	09/28/2023	Larrabee Albi Coker LLP	62-5810	8/14 Legal Service Fees - Fed Exp Charges for Luo		58.73

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ESCAPE ONLINE

Checks Dated 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010975044	09/28/2023	Lili Cui & Yongxiang Ruan	62-4310	Play Doh		18.22
9010975045	09/28/2023	Mendes Supply Company	62-4515	Hand Soap		71.75
9010975046	09/28/2023	Mission Linen & Uniform Serv	62-5530	8/11 Logo Mat Laundry Service		172.02
9010975047	09/28/2023	Nichols, Melburg & Rossetto, AIA & Associates, Inc.	62-5830	Aug 2023 High Sch Design Architectural Services		102,740.00
9010975048	09/28/2023	NOBLE, SHERI R	62-4310	Perseus	56.04	
				The Ash Grove	50.95	
				The Harvest Home	50.95	
				Violin Chin Rest & Tailpiece	121.63	
				Violin Shoulder Rest & Bows	177.49	
				Unpaid Sales Tax	.27-	456.79
9010975049	09/28/2023	NorCal Presort and Printing	62-5840	High Sch Advertisement		1,402.27
9010975050	09/28/2023	North State Parent Magazine	62-5840	Parent Magazine Advertisement		275.00
9010975051	09/28/2023	ODP Business Solutions, LLC	62-4310	Colored Cardstock & Poly Pockets	166.08	
				Hat Creek Class Supplies (K-2)	20.94	
				Hole Punch & Paper Clips	9.56	
				Return: Poly Pockets	63.04-	
			62-4320	Registrar Office Supplies	232.47	366.01
9010975052	09/28/2023	RadioDepot.com	62-4510	RCA RDR2320 Radios	2,879.66	
				Unpaid Sales Tax	194.66-	2,685.00
9010975053	09/28/2023	Sammi Eddings	62-4310	Consumable Sch Supplies		35.79
9010975054	09/28/2023	San Diego County Office of Ed	62-5200	Designated Subj Prg: Steffensen Foundations & Health Courses		1,175.00
9010975055	09/28/2023	Shasta - Trinity Schools Insurance Group - Dental	62-3701	Oct 2023 Dental Preimiums	106.63	
			62-9551	Oct 2023 Dental Preimiums	6,404.40	6,511.03
9010975056	09/28/2023	Shasta - Trinity Schools Insurance Group - Vision	62-3701	Oct 2023 Vision Preimiums	22.50	
			62-9552	Oct 2023 Vision Preimiums	1,350.00	1,372.50
9010975057	09/28/2023	Shasta -Trinity Schools Insurance Group - Medical	62-3701	Oct 2023 Medical Preimiums	940.00	
			62-9550	Oct 2023 Medical Preimiums	55,392.00	56,332.00
9010975058	09/28/2023	Summer Head	62-4310	Binders	53.49	
				Consumable School Supplies	94.41	147.90
9010975059	09/28/2023	THOMAS, VANESSA A	62-5200	9/15 School Campout Mileage		75.00
9010975060	09/28/2023	U.S. Bank Corporate Payment Systems	62-4310	Amazon - Playground Equipment	358.95	
				AngelaSevero.Com: On Course Study Skills	15.22	
				Apple Pencils for Art Class	2,863.58	
				WalMart: Chinese Paper Lanterns	36.55	
				WalMart: Return Chinese Paper Lanterns	36.55-	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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Checks Dated 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010975060	09/28/2023	U.S. Bank Corporate Payment Systems	62-4310	Wipebook Flipchart (Heavy Duty) Promo Refund	59.99-	
			62-4330	Wipebook Flipchart (Original)	191.28	
				Costco - 9/15 Hat Creek Campout Lunch Snacks	64.96	
				Holiday Mkt - 9/15 Hat Creek Campout Staff Sandwich	277.25	
				Niu Hawaiian BBQ - 9/14 Board Mtg	130.00	
				US Chef Store - Paper Bags for Staff Lunches	31.84	
			62-4350	Home Depot - Microwave for Kitchen	69.69	
			62-4400	Costco: Epson Photo Printer	568.42	
				Lowe's - Hisense Portable AC Unit for Port #1	729.30	
			62-4510	Lowe's - Canned Air, Adapter, Contact Cleaner	57.08	
				Pro-Ed: Pysch Assessment Forms	228.87	
				SafetyMax - First Aid Fanny Packs for Duty Staff	108.59	
				Shasta View Chevron - Fuel for Press Washer	26.73	
			62-4515	Signs.Com - Traffic Signs for Parking Lot	89.92	
				Hansen Press Washer - Nozzle	19.89	
				Home Depot - Detergent, Hand Soap, Webster	56.68	
				Lowe's - Pressure Washer Gun	99.70	
				O'Reilly Auto Part - Belt for Press Washer	45.02	
			62-4540	Home Depot - Hardware for Clock Install	5.73	
				Home Depot - HVAC Supplies for Mini Split Install	100.75	
				Home Depot - Misc Maint Consumable Supplies	68.92	
				Home Depot - Sealant, Galv Cap for Mini Split Port #1	12.59	
				Home Depot - Wood Trim for Port #1 Siding	1.89	
				Home Depot - Z Bar Flashing for Mini Split Port #1	8.72	
				Home Depot -Grinder Disks, Electric Leads, Oil	55.06	

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ESCAPE ONLINE

Checks Dated 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
9010975060	09/28/2023	U.S. Bank Corporate Payment Systems	62-4540	Home Depot -Tools for Mr. Cool HVAC Install Port #1	28.34	
				Johnston Supply - HVAC Capacitor for Bathroom	10.14	
				Johnston Supply - HVAC Supplies for Mini Split Install	218.13	
				Lowe's - 30 AMP Fuse for Port #1	5.34	
				Lowe's - Ear Plugs, Gloves, Sealant Mini Split Port #1	57.83	
				Lowe's - Hardware Supp for Custom Pwr Distb Cords	340.86	
				O'Reilly Auto Part - Motor Oil	12.85	
				Stroup Power Equip - Tire for Zamboni	28.33	
				Tractor Supply - Tire for Zamboni	42.89	
			62-5200	SouthWest - 1/16 ASBWorks Conf Flight - Morfin	287.96	
				SouthWest - 1/16 ASBWorks Conf Flight - Shexnayder	287.96	
				Westin Hotel - 9/25 HR Academy Conf Lodging - Iskra	511.59	
			62-5801	COR Dev Serv - Mini Split Buildi Permit App Port#1	190.89	
				Microsoft - HEIC Converter for Photos	9.99	
				Super Teachers Worksheets Online Subscription	24.95	
			62-5880	Class of 2024: USS Hornet Museum Deposit	100.00	
				Unpaid Sales Tax	12.71-	8,371.98
9010975061	09/28/2023	WANG, YIXING	62-4310	Glow Sticks		25.64
9010975062	09/28/2023	Wayside Publishing	62-4310	Le Nouvel Houdini Student Book (French)		131.92
9010975063	09/28/2023	ZUIDEMA, HUI SHU S	62-4100	Integrated Chinese Wrkbk	63.87	
			62-4310	Earbuds	58.93	
				Math Posters & Compass	33.23	
				Paper Lanterns	48.00	204.03
Total Number of Checks					109	295,526.09

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 09/01/2023 through 09/30/2023

Board Meeting Date October 12, 2023

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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Fund Summary

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
62	CharterSchoolsEnterprise	109	295,792.88
	Total Number of Checks	109	295,792.88
	Less Unpaid Sales Tax Liability		266.79
	Net (Check Amount)		295,526.09

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Consent Agenda

SUBJECT: Agenda Item 1.3 – Approve Sale of Used Music Equipment

PREPARER: Tom Burkett

RECOMMENDATION: Motion to Approve Sale of Equipment

BACKGROUND:

RSA is proposing to sell used music equipment to North Cow Creek School for approx. \$10,000. Proceeds from the sale will go back into the music department to fund the purchase of new equipment and materials.

- See Attached: Proposed Sale of Used RSA Music Instruments

REFERENCE:

SALE & DISPOSAL OF BOOKS, EQUIPMENT & SUPPLIES

Proposed Sale of Used RSA Music Instruments

Redding School of the Arts is proposing to sell the following equipment to North Cow Creek School.

Prices of Orff Instruments

(The prices below are an estimate of what the instruments would cost now if purchased as new instruments. Allowing for wear and tear and depreciation, we are proposing charging a little more than 40%.)

Contrabass bars:

- **A - Approx cost if purchased new \$440**
- **B - Approx cost if purchased new \$440**
- **C - Approx cost if purchased new \$500**
- **D - Approx cost if purchased new \$500**
- **E - Approx cost if purchased new \$680 (brand is different . . . Peripole Bergerault)**
- **F - Approx cost if purchased new \$440**
- **G - Approx cost if purchased new \$440**

1 Bass xylophone - Approx cost if purchased new \$1,995

1 Bass metallophone - Approx cost if purchased new \$1,995

7 Alto xylophones - Approx cost if purchased new \$936. (x 7= \$6,552)

3 Alto metallophones - Approx cost if purchased new \$936. (x 3 = \$2,808)

7 Soprano xylophones - Approx cost if purchased new \$699. (x7 = \$4,893)

4 Soprano metallophone - Approx cost if purchased new \$699. (x4 = \$2,796)

Total value of equipment if purchased new = \$24,479

Proposal to sell equipment @ 40.8513% = \$ 10,000 (no tax)

North Cow Creek School has agreed to purchase the equipment pending RSA board approval. These instruments were on loan to North Cow Creek School on a temporary basis as needed.

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Consent Agenda

SUBJECT: Agenda Item 1.4–Approve Disposal of Special Education Curriculum Materials & Supplies

PREPARER: Shelley Tan

RECOMMENDATION: Motion to Approve Disposal of Outdated Materials

BACKGROUND:

RSA is seeking to dispose of outdated/deleted Special Ed curriculum that is no longer in use. The books will be given away to other schools and any remaining items will be disposed of.

- See Attached: List of Books/Materials for Disposal

REFERENCE:

Sale & Disposal of Books, Equipment, and Supplies Policy

**Disposal of Special Education Books Supplies
10-12-2023 Governing Board Meeting**

Title/Equipment	Materials/Supplies	Quantity	Estimated Value	Total Value
SRA answer key	Level A Math	1	0	\$0.00
SRA Blackline Masters	Level A Math	1	0	\$0.00
SRA Math Fact Worksheets	Level A Math	1	0	\$0.00
SRA connecting math concepts	workbook 2	20	0	\$0.00
SRA connecting math concepts	workbook 1	14	0	\$0.00
SRA Teacher's guide	Level A Math	1	0	\$0.00
SRA Presentation book 1	level B math	2	0	\$0.00
SRA Presentation book 2	level B math	2	0	\$0.00
SRA Presentation book 1	Level A Math	1	0	\$0.00
SRA answer key	level B math	2	0	\$0.00
SRA independent worksheet level B	blackline masters	2	0	\$0.00
SRA Teacher's guide	level B math	2	0	\$0.00
SRA Math concepts	Level E	10	0	\$0.00
SRA Blackline Masters	Level E	1	0	\$0.00
SRA Book 1	Level E teacher guide	1	0	\$0.00
SRA Book 2	Level E teacher guide	1	0	\$0.00
SRA Level E	textbook	2	0	\$0.00
SRA Level E	answer key	1	0	\$0.00
SRA Reasoning and Writing	Level C	1	0	\$0.00
Connecting Math Concepts SRA	Textbook Level D	7	0	\$0.00
SRA Reasoning and Writing	Textbook Level C	2	0	\$0.00
SRA Teacher's guide	Level D	1	0	\$0.00
SRA Presentation book	Level D	4	0	\$0.00
SRA Reasoning and Writing	answer key level C	3	0	\$0.00
SRA Teacher's guide	reasoning and writing Level C	2	0	\$0.00
SRA Blackline Masters	Level D	2	0	\$0.00
Connecting Math Concepts SRA	workbook	13	0	\$0.00
SRA answer key	Level D	1	0	\$0.00
Reasoning and Writing level C	presentation book	1	0	\$0.00
Connecting Math Concepts SRA	Level C teacher's guide	2	0	\$0.00
SRA Presentation book 2 level C	math concepts	2	0	\$0.00
SRA Presentation book 1	level 1	3	0	\$0.00
Connecting Math Concepts SRA	level C textbook	7	0	\$0.00
Connecting Math Concepts SRA	workbook	13	0	\$0.00
Answer key level C	connect math concepts	2	0	\$0.00

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Consent Agenda

SUBJECT: Agenda Item 1.5 – Teacher Consent Authorization Forms:

1.5.1 Michael Dressel

PREPARER: Lane Carlson

RECOMMENDATION: Motion to Approve Teacher Consent Authorization Forms for Michael Dressel for the 2023/24 school year

BACKGROUND:

- California Education Code, Section 44256(b) may allow a teacher who holds a Multiple Subject or Standard Elementary teaching credential to be assigned to teach any single subject class below grade 9 if the teacher consents to the assignment and has completed 12 semester units of coursework in the subject to be taught.

RSA is seeking board consent for Michael Dressel to continue to teach Mandarin outside of his current credential authorization for the 2023/24 school year.

➤ See Attached: Teacher Consent Forms

REFERENCE:

Governing Board Policies/Board Duties & Responsibilities/Staffing & Personnel



REDDING SCHOOL OF THE ARTS
WHERE EDUCATION AND THE ARTS CONNECT

雷丁艺术学校
教育与艺术融合的舞台/殿堂

Teacher Consent Form 2023-2024

PURPOSE: Pursuant to the Education Code or Title 5, this document provides written verification that the district obtained the teacher's consent prior to making assignment(s) outside of the teacher's current credential authorization.

School Site: Redding School of the Arts Grade Level: 1

Teacher: Michael Dressel SS#: _____

Credential Held: Multiple Subject

Assignment: Mandarin

Legal Authorization per EC or T5: Education Code: 44256(b)

Ed Code 44256 (b) allows the holder of a teaching credential to serve, by resolution of the Governing Board and with the consent of the teacher, in a departmentalized class if the teacher has completed twelve semester units of coursework in the subject to be taught.

I consent to this assignment.

Printed/Typed Name: Michael Dressel

Teachers Signature: Michael Dressel

Date: 9/25/2023

*Annual teacher consent and Board consent are required.
Attach copy of Board consent agenda to this document.*

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Financial Reporting

SUBJECT: Agenda Item 2.1 – 2023-2033 McConnell Lease Amendment
No. 7 Proposal

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve the McConnell Lease
Amendment

BACKGROUND:

The Governing Board will review the amended lease proposal from the McConnell Foundation. The proposal extends the current term of the lease by an additional eight (8) years, through 6/30/2033, effective 9/15/2023.

The new base rent will be calculated by multiplying the cumulative LCFF Revenue Sources for each academic year by 3.75% vs. a standard flat rate fee, effective July 2025.

The minimum monthly base rent for 2023/24 & 2024/25 will remain unchanged as set forth in Lease Amendment No. 6.

The board will review the new lease proposal before taking action to approve.

- See Attached: McConnell Lease Amendment No. 7 Proposal

REFERENCE:

Amendment No. 7

This Amendment No. 7 is made effective September 15, 2023 between THE MCCONNELL FOUNDATION, a California Nonprofit Corporation, (“Lessor”), and REDDING SCHOOL OF THE ARTS (“Lessee”).

1. Recitals. This Amendment No. 7 is made with reference to the following facts and objectives:
 - a) Lessor and Lessee entered into a written lease dated July 15, 2011, (the “Lease”), in which Lessor leased to Lessee and Lessee leased from Lessor, the premises located in County of Shasta, California, commonly known as 955 Inspiration Place (the “Premises”). Subsequently, Lessor and Lessee executed Amendment No. 1 effective July 1, 2013, Amendment No. 2 effective July 1, 2017, Amendment No. 3 effective July 1, 2019, Amendment No. 4 effective July 1, 2021, Amendment No. 5 effective July 1, 2022, and Amendment No. 6 effective July 1, 2023.
 - b) The term of the Lease expires on June 30, 2025.
 - c) The parties desire to extend the term of the Lease for an additional period of eight (8) years.
2. Extension of Term. The term of the Lease shall be extended for an additional period of eight (8) years, from and after June 30, 2025, so that the term of the Lease shall extend to and include June 30, 2033.
3. Base Rent. Minimum monthly base rent for each academic year between 2025/2026 through 2032/2033 shall be the product of multiplying the cumulative LCFF Revenue Sources for each academic year for grades Kindergarten through 8th grade by 3.75%. In the event the funding formula(s) for the LCFF Revenue Sources are significantly modified or become unavailable, then the annual minimum monthly base rent shall be increased by the greater of: (a) 3% or (b) the increase in the Consumer Price Index All Urban Consumers (San Francisco-Oakland-Hayward), for the reporting period immediately preceding the then current academic year, compared to the reporting period immediately preceding the previous academic year.
4. Rent. In addition to the Base Rent set forth under paragraph 3 of this Amendment No. 7, Lessee shall pay all additional rent and charges contained in the Lease.
5. Effectiveness of Lease. Except as set forth in Amendment No. 7, all provisions of the Lease shall remain unchanged and in full force and effect.
6. Conflict of Terms. In the event of any conflict between the provisions of the Lease and this Amendment No. 7, the provisions of this Amendment No. 7 shall prevail.

7. No Party Deemed Drafter. In the event of a dispute between any of the parties hereto over the meaning of this Agreement, no party shall be deemed to have been the drafter hereof, and the principle of law that contracts are construed against the drafter does not and shall not apply.

THE MCCONNELL FOUNDATION, a California Nonprofit Corporation, LESSOR

BY: _____ Date: _____
John A. Mancasola, President & CEO

REDDING SCHOOL OF THE ARTS, LESSEE

BY: _____ Date: _____
Lane Carlson, Executive Director

DRAFT

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Financial Reporting

SUBJECT: Agenda Item 2.2 – 2023/24 Redding Area Bus Authority
Transportation Agreement

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve Agreement

BACKGROUND:

RSA is seeking approval to enter into agreement with RABA for the purpose of providing students with bus transportation on RABA's Route 17 (Shasta View/Shasta College). The program will expand transportation options for students without access to reliable transportation.

The initial cost of the proposed agreement is approx. \$15,000 and will be funded in part by Dual Enrollment Opportunities Grant funds.

- See Attached: Redding Area Bus Authority Transportation Agreement

REFERENCE:

FUNDING AGREEMENT
BETWEEN THE REDDING SCHOOL OF THE ARTS AND REDDING AREA BUS AUTHORITY

This AGREEMENT is made and entered into between the REDDING AREA BUS AUTHORITY, a joint powers agency providing service in the Cities of Anderson, Shasta Lake, and Redding, and the unincorporated areas of Shasta County, hereinafter referred to as "RABA," and Redding School of the Arts, hereinafter referred to as "RSA."

WHEREAS, RABA and RSA agree that public transportation is a benefit to the community by reducing the carbon footprint in Shasta County, reducing the need for parking facilities, and reducing traffic congestion; and

WHEREAS, RSA has authorized the allocation of a portion of funds be used for the purpose of providing bus service to all students; and,

WHEREAS, RABA and RSA desire to implement a program that provides students, staff and faculty unrestricted and unlimited travel on RABA's Route 17;

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, the parties hereto agree as follows:

1. OBJECTIVES

The objectives of the Agreement are as follows:

- (a) To encourage transit use as an alternative to automobile use by RSA students, staff and faculty.
- (b) To reduce traffic congestion and parking demand on and around the RSA campus.
- (c) To expand transportation options for students without access to reliable transportation.

2. PROGRAM

This Agreement implements a transit pass program for RSA students, enrolled in credit bearing classes and staff and faculty possessing a valid identification (ID) card. RABA will allow eligible students, staff and faculty unrestricted and unlimited ridership on Route 17. Eligible students must register for access to this program with RSA office. Students, staff and faculty would show a valid ID card to the bus operator on Route 17 upon boarding.

This Agreement also covers the associated marginal operational costs of adding three additional Monday-Friday trips on Route 17 as shown in **Exhibit A**.

3. AGREEMENT TERM

This Agreement is effective as of the date of signature by RABA. The term of this Agreement shall be from November 1, 2023 through June 30, 2024 ("Initial Term"). RABA and RSA may, by mutual agreement, extend the term of this Agreement for one option period of one (1) year ("Option Year") at the terms and conditions mutually agreed upon and at the compensation set forth in Paragraph 4 of this Agreement.

4. PAYMENT FOR SERVICES AND CHANGES TO SERVICE

RSA shall remit funds to RABA as follows:

- Initial Term = \$15,000.
- Option Year = Amount increased by Consumer Price Index (CPI) for all Urban Areas.

RSA shall provide RABA with a count of students, staff and faculty using this program annually. RABA shall invoice immediately upon execution of this Agreement. Payment shall be remitted to RABA within 30 calendar days after submission of an invoice to RSA.

RSA may request additional service added to Route 17. Should an additional trip be added, RSA would increase its annual contribution by the cost RABA pays its transit operations contractor, plus fuel budgeted. For the initial term, that rate is \$46.80 per operating hour plus \$17.45 per operating hour for fuel. Such addition of service would be implemented within 30 calendar days after request from RSA. RABA shall invoice for the additional operating hours monthly. Payment shall be remitted to RABA within 30 calendar days after submission of an invoice to RSA.

RSA may request a reduction of service to Route 17. Should service be reduced on Route 17, should the reduction be 25% or more of the overall route miles or hours, RABA shall conduct a public hearing. Upon conclusion of the public hearing, RABA will reduce the route. Should the reduction be less than 25%, RABA will reduce the service to Route 17 within 30 calendar days after request from RSA. Any net revenue due RSA from RABA for the service reduction shall be refunded to RSA within 30 calendar days after a cost reconciliation has been conducted by RABA.

5. PROGRAM PROMOTION

The costs of program marketing and promotion are the responsibility of both RABA and RSA. The two parties agree to work cooperatively on artwork, social media, and other forms of digital, radio, and television promotion, if deemed appropriate and necessary to capture student ridership.

6. REPORTS AND EVALUATION

To facilitate program review and evaluation, RABA will provide monthly boarding counts on Route 17 to RSA. Each March and October, RABA will conduct a boarding and alighting survey and share boarding and alighting data at RSA for RSA evaluation purposes.

Records of these counts will be available for inspection, review, or audit by personnel duly authorized by RSA. Performance reports and other records will be maintained by RABA for a period of three (3) years, in accordance with the time period required for a State audit, or as required by any other law, whichever is longer. RABA shall allow RSA access to required records for the purposes of monitoring and evaluating performance.

7. CHANGES

The PARTIES may request changes to this Agreement. Any such changes that are mutually agreed upon shall be incorporated herein by written amendment to the Agreement. RABA's Executive Officer or Transit Manager shall be authorized to make amendments to this Agreement.

8. TERMINATION

Termination for Convenience. Either party may terminate this Agreement without cause. However, any such termination without cause shall be effective only at the end of an academic semester.

Termination for Cause. Failure by either party to comply with the terms of this Agreement shall constitute material breach of contract and is cause for termination.

9. MUTUAL HOLD HARMLESS

RSA agrees at all times to defend, indemnify, hold harmless, and provide legal defense and related services to RABA, its officers, agents and/or employees for any and all claims, expenses, demands, damages, judgments, causes of action, liability, loss or injury, regardless of their nature or character, in any manner whatsoever arising out of, or relating to, this project, unless proximate cause of such claim, expense, demand, damage, judgment, cause of action, liability, loss or injury is the sole or active negligence of the RABA.

RABA agrees at all times to defend, indemnify, hold harmless, and provide legal defense and related services, to the RSA, its officers, agents and/or employees, for any and all claims, expenses, demands, damages, judgments, causes of action, liability, loss or injury, regardless of their nature or character, in any manner whatsoever arising out of, or relating to, this project, unless proximate cause of such claim, expense, demand, damage, judgment, cause of action, liability, loss or injury is the sole or active negligence of RSA.

10. ENTIRE CONTRACT

This Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded.

IN WITNESS WHEREOF, RABA and RSA have caused this Agreement to be executed as of the date first written above.

Dated: _____, 2023

REDDING AREA BUS AUTHORITY
A Joint Powers Agency

By:

Approved As to Form:
BARRY E. DeWALT
RABA General Counsel

ATTEST:

By: SHARLENE TIPTON
RABA Clerk of the Board

REDDING SCHOOL OF THE ARTS
A Non Profit Organization

By:

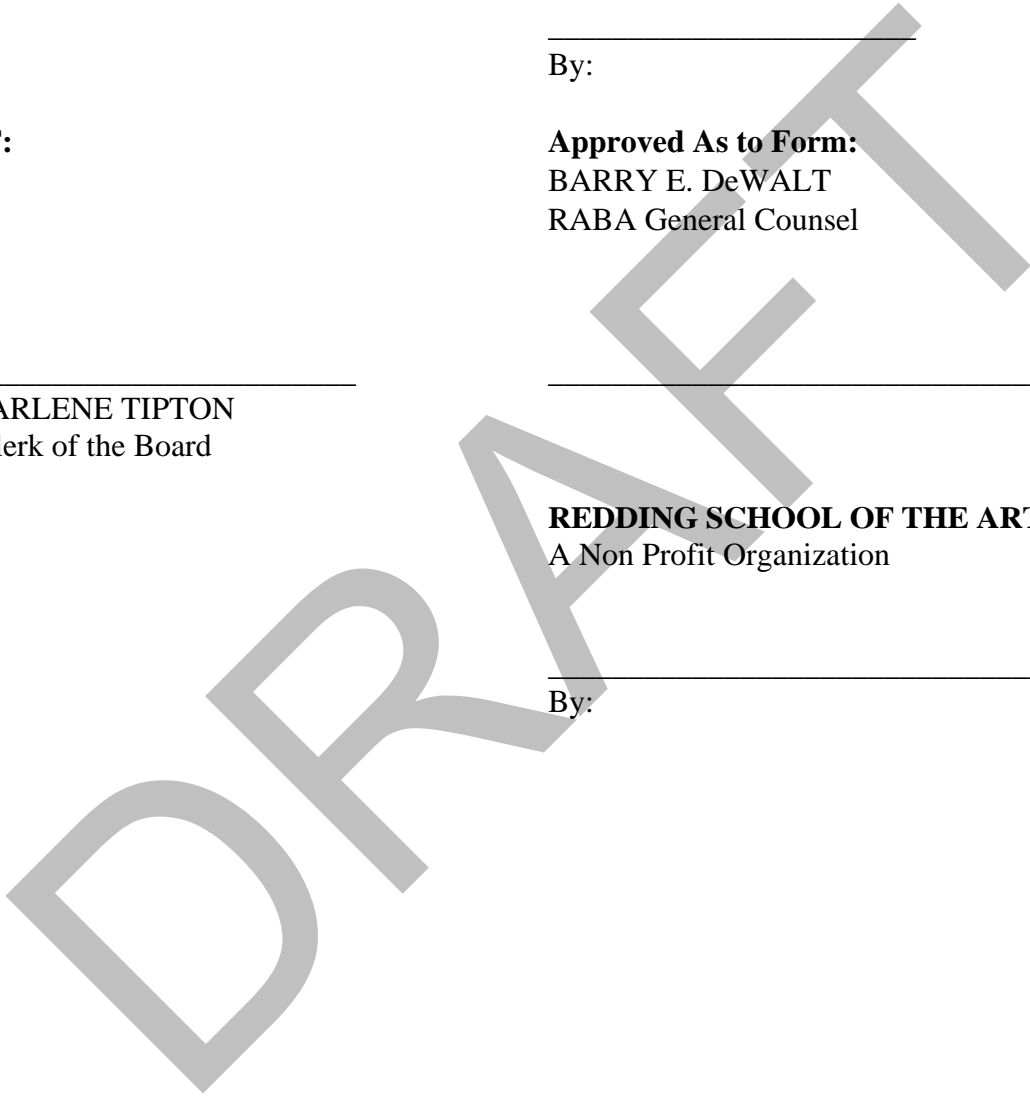


Exhibit A

Route 17 Schedule Effective November 6, 2023

Route 17 - Shasta View/Shasta College						Route 17 - Shasta View/Shasta College					
Eastbound to Shasta College						Westbound to Downtown Passenger Terminal					
Effective November 6, 2023						Effective November 6, 2023					
Downtown Passenger Terminal	Shasta View/Tarmac	Shasta View/ Inspiration (Redding School of the Arts)	Shasta View/ Hemingway (Shasta View Academy)	Shasta View/ Simpson (Phoenix Academy & Simpson University)	Shasta College	Shasta College	Shasta View/ Simpson (Phoenix Academy & Simpson University)	Shasta View/ Hemingway (Across from Shasta View Academy)	Shasta View/ Inspiration (Across from Redding School of the Arts)	Shasta View/ Tarmac	Downtown Passenger Terminal
A		B			C	C			B		A
7:25	7:37	7:40	7:42	7:44	7:52	7:52	8:00	8:02	8:04	8:07	8:14
10:25	10:37	10:40	10:42	10:44	10:52	10:52	11:00	11:02	11:04	11:07	11:14
1:25	1:37	1:40	1:42	1:44	1:52	1:52	2:00	2:02	2:04	2:07	2:14
3:25	3:37	3:40	3:42	3:44	3:52	3:52	4:00	4:02	4:04	4:07	4:14

Stops	
Eastbound	
A	Downtown Passenger Terminal
	Shasta View Dr at Tarmac Rd
	Shasta View Dr at Viking Wy
	Shasta View Dr at Atrium Wy
	Shasta View Dr at Old Alturas Road
B	Shasta View Dr at Inspiration Wy
	Shasta View Dr at Hemingway St
	Shasta View Dr at Palacio Dr
	Shasta View Dr at Simpson University
	College View Dr at Shasta View Dr
	College View Dr at Mercy Oaks Dr
	College View Dr at Old Oregon Trail
C	Shasta College
Westbound	
C	Shasta College
	Shasta View Dr at Simpson Blvd
	Shasta View Dr at Palacio Dr
	Shasta View Dr at Hemingway St
B	Shasta View Dr at Inspiration Wy
	Shasta View Dr at Old Alturas Road
	Shasta View Dr at Atrium Wy
	Shasta View Dr at Voltaire Wy
	Shasta View Dr at Tarmac Rd
A	Downtown Passenger Terminal

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Financial Reporting

SUBJECT: Agenda Item 2.3 – 2023-2025 Columbia Business Services Agreement - Amended

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve Agreement

BACKGROUND:

RSA is seeking approval to amend the current business service agreement with Columbia ESD to include outsourcing aspects of accounts payable duties as outlined in the appendix. The amended contract would result in an increase fee of approximate \$10k for the 2023/24 school year & \$11k for 2024/25.

➤ See Attached: Amended Columbia Business Services Agreement

REFERENCE:

Governing Board Policies/Board Duties & Responsibilities/Finance & Budget

**AGREEMENT BETWEEN
COLUMBIA ELEMENTARY SCHOOL DISTRICT
and
REDDING SCHOOL OF THE ARTS CHARTER SCHOOL
Amendment 2023-2025**

The Redding School of the Arts agrees to contract with the Columbia Elementary School District for business services for a three (3) year term for the 2022/23, 2023/24 and 2024/25 fiscal years as summarized on the attached. Services will primarily be provided at the Columbia Elementary School District Office.

Term of Agreement: This agreement will begin on July 1, 2022 and terminate on June 30, 2025. The agreement may be renewed upon approval of both parties. Should any party choose to permanently change the agreement or discontinue this service agreement for the following year notification must be provided by **February 1st of the current academic year.**

Costs: Services as outlined on the attached will be provided for a fee.

Fee schedule as follows:

Business Services (excluding AR/HR)

2022/23 = \$87,396 _____

2023/24 = \$100,938 _____

2024/25 = \$103,965 _____

CESD will invoice Redding School of the Arts quarterly during the terms of this agreement.

Any additional services required by the District will be negotiated and agreed to separately. Any overtime required will be first discussed and approved by the Redding School of the Arts Administrator. Overtime work will be billed at the rate of \$75.00 per hour.

RSA will notify CESD if they feel that the services provided by the CESD Business Department are not satisfactory, and allow CESD to take corrective action.

During the term of this agreement, and any extension hereof, and for a period of one (1) year following the termination of this Agreement, RSA shall not without written consent from CESD, attempt to cause any CESD employee to terminate its relationship with CESD. In addition, during the term of this agreement, and any extension hereof, and for a period of one (1) year following the termination of this Agreement, CESD employees shall not without written consent from CESD, terminate its relationship with CESD with the sole purpose of seeking employment at RSA.

Modification of Agreement: This agreement may be modified at any time during the school year with mutual consent of both parties.

Unilateral Modification: Either party may choose to permanently change the agreement for the following academic year by providing written notice to the other party by **February 1st of the current academic year.**

Mutual Termination of Agreement: This agreement may be terminated at any time during the final school year of this agreement upon written mutual consent of both parties.

Termination of Agreement For Cause: Either party may terminate this Agreement upon fourteen (14) days prior written notice to the other party of a material breach of this agreement, and a failure to cure

within that time period. A written notice of termination shall be delivered to the breaching party following the fourteen (14) day notice period unless otherwise agreed to by written mutual consent of both parties.

Notices: Any notices required to be given pursuant to the terms and provisions of this agreement shall be submitted in writing and sent to:

Columbia Elementary School District
Clay Ross, Superintendent
14140 Old Oregon Trail
Redding, CA 96003

Indemnification: Both parties shall defend, indemnify, and hold harmless the other party and its agents, representatives, officers, consultants, employees, Board of Trustees, members of the Board of Trustees (collectively, the "District Parties"), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of either party, their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees in the performance of or failure to perform the party's obligations under this Agreement, including, but not limited to the party's use of the site, the party's performance of the Services, the party's breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the District or the District Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.

Governing Law; Venue: This Agreement shall be governed by the laws of the State of California. The venue for all litigation relative to this Agreement shall be the County of Shasta, State of California.

Severability: In the event any term or provision of this Agreement is declared to be invalid or illegal for any reason, this Agreement will remain in full force and effect and will be interpreted as though such invalid or illegal provision were not a part of this Agreement. The remaining provisions will be construed to preserve the intent and purpose of this Agreement and the parties will negotiate in good faith to modify any invalidated provisions to preserve each party's anticipated benefits.

Entire Agreement: This Agreement contains the entire Agreement between the Parties and supersedes all other oral or written provisions.

Execution in Counterparts: This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

COLUMBIA ELEMENTARY
SCHOOL DISTRICT

REDDING SCHOOL OF THE ARTS

Clay Ross, Superintendent

Lane Carlson, Administrator

Date

Date

Appendix

Business Services/Support to be provided by Columbia Elementary School District: Budget Development/Interim Reports

1. Position control and budget development
2. Detail budget for all funds/resources for non-employee costs
3. LCFF revenue estimates
4. Other revenue estimates for all funds/resources
5. SACS report preparation, including all supplementary schedules and criteria and standards
6. Cash Flow estimate
7. Multiyear projections, including summary of assumptions
8. Narrative summary for each budget
9. Special Ed Maintenance of Effort
10. Post budget updates to general ledger file
11. Review all batches for proper account in compliance with the California School Accounting Manual
12. Review all coding for proper account in compliance with the California School Accounting Manual
13. Submit quarterly Cash Management reporting
14. Complete misc program expenditure reports such as Title I comparability
15. Provide fiscal information for Consolidated Application for financial components
16. Maintain chart of accounts
17. Review and approve payroll

Year End Closing / Audit

1. Balance all funds/resources
2. Post closing journal entries for receivables/payables
3. Coordinate with independent financial auditor
4. SACS report preparation, including all supplementary schedules and criteria and standards
5. Maintain capital asset schedule and depreciation calculations
6. Maintain long-term debt reconciliation
7. Assist with preparation of MD&A section of audited financial statements

Employee Compensation Discussions / Negotiations

1. Prepare schedules and assist in employee discussions/negotiations sessions as needed

Note: Unusual discussion activities may require additional time which will be discussed with the Superintendent to approve the increased cost.

Redding School of the Arts Agrees to the Following:

1. To be the first line of communication with employees and furnish CESD with all of the information, on a timely basis, needed to properly perform services contracted for.
2. To Share Redding School of the Arts Work Calendars with CESD
3. To communicate any negotiated contract changes with CESD.

Vendor Payables

1. Receive and organize invoices.
2. Data entry of vendor payments and submit for payment.
3. Review all batches for proper account in compliance with the California School Accounting Manual.
4. Process emergency walk-thru check requests, if needed.
5. Tax reporting – 1099s, Sales Tax, DE542

DRAFT

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Financial Reporting

SUBJECT: Agenda Item 2.4 – Directions to the Finance Committee for
1st Interim Budget Development

PREPARER: Lane Carlson

RECOMMENDATION Discussion/Action to Approve Directions to the Finance
Committee for 1st Interim Budget Development as discussed

BACKGROUND:

It is the responsibility of the Governing Board to provide direction to the Finance Committee for the purpose of 1st Interim Budget development.

To assist in providing direction to the Governing Board, Administration recommends the Governing Board to direct the Finance Committee to:

1. Review 1st Interim Budget, anticipated revenue and base changes on anticipated ADA.
2. Review potential salary schedule increases based on updated COLA information.
3. Expenditures should be reviewed to line up with anticipated revenue, such as materials/supplies, staffing, professional development, ESSER II & III funding, Expanded Learning Opportunities funding, Art/Music & Instructional Materials Grant, Learning Recovery Grant, Federal and State, etc. (per year to date expenditures and costs associated with LCAP, Title 1, Title 2, Title 4) for remainder of year.
4. Ensure budget maintains a 20% reserve over MYP.

REFERENCE:

RSA Fiscal Policies & Procedures Manual/Budgeting & Cash Flow Management
Policy/Interim Budgets

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Financial Reporting

SUBJECT: Agenda Item 2.5 –High School Building Committee Update

PREPARER: Lane Carlson

RECOMMENDATION: Discussion

BACKGROUND:

Administration will provide the board with an update on the high school & theater building plans & construction.

REFERENCE:

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

General Reporting

SUBJECT: Agenda Item 2.6 – School Site Safety Committee Meeting

PREPARER: Lane Carlson/Blake Schack

RECOMMENDATION: Discussion

BACKGROUND:

The board will review and discuss the School Site Safety Committee meeting minutes from 10/5/2023.

REFERENCE:
School Site Safety Committee Minutes

School Site Safety Committee Minutes

Redding School of the Arts
October 5, 2023 8:15am
RSA Community Room



REDDING SCHOOL of the ARTS

Attendees

Lane Carlson, Blake Schack, Carol Wahl, Candice Percia, Sophia Zaniroli, Jon Sheldon, Gavin deBree,

Agenda

Old Business

1. Signage
 - a. Laminated signs detailing the SRP have been hung in each classroom by Gavin.
 - b. Booklets detailing the SRP have been given out at the next teacher meeting.
2. Drills
 - a. Carol will see if the "I Love You Guys Foundation" has teaching material for students.
 - b. We will have a lockdown drill in January after the All Staff Meeting.
3. Other
 - a. Lane Rosanna to receive Shascom notifications.
4. Signage and traffic control devices
 - a. Add five permanent signs
 - b. Add dots or reflectors to the bend in the driveway
 - c. Purchase more cones
5. Signs
 - a. Lane and Candice will get quotes for getting signs made to post in various areas throughout the school.
 - b. Lane and Candice will specify the locations of the signs.
6. Restroom behavior
 - a. Trash cans will be put in the restrooms
7. Fencing
 - a. Blake will get quotes about the various fencing options

New Business

1. Narcan
 - a. Sophia will request 20 doses of Narcan
2. September 29 Incident
 - a. A camera was down. Blake will get World Telecom to fix it.
 - b. Additional camera coverage was discussed.
 - c. Facial recognition cameras that could send notifications were discussed but met with skepticism.

Prepared by: Blake Schack 10/5/2023

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

General Reporting

SUBJECT: Agenda Item 2.7 – RSA Board Development & Governance Handbook – 2nd Read

PREPARER: Tiffany Blasingame

RECOMMENDATION: Discussion/Action to Approve Handbook

BACKGROUND:

The RSA Board Development & Governance Handbook will be presented for final review and comment. The initial draft was reviewed by the board on 1/10/2023. The handbook will serve as a toolkit for new board members and will be used for reference as part of the onboarding process.

- See Attached: Board Development & Governance Handbook Draft

REFERENCE:



BOARD MEMBER HANDBOOK 2023/24

Redding School of the Arts



Redding School of the Arts
California Nonprofit Benefit Corporation
Board Welcome Letter

Dear RSA Board Member,

Thank you for your decision to serve as a school board member. Serving as a board member is a critical role at RSA and your willingness to be a voice for all students and families that we serve is to be commended.

Redding School of the Arts is a unique and wonderful place. WE believe that participation in the arts and cross thematic teaching are keys to student success through engagement.

The board provides critical oversight and has a responsibility to ensure that the school operates efficiently, effectively and in accordance with the school's charter, mission, vision and remains focused on increasing student achievement in accordance with California State education law. The board provides support to the administration and ensures that the school's efforts are focused, coherent, and accountable to the students we serve.

We count on our board of directors to help us stay fiscally sound, thriving and continually improving the school so that it will be around for the long term. The decisions the board makes about allocating school resources translate into assuring that each student receives the assistance and support needed to succeed while protecting precious tax payer dollars.

The information in this handbook is aimed at assisting you as you navigate issues such as the importance of ensuring transparency and accountability through the LCAP, mitigating safety hazards, promoting the charter school's mission, tracking finances and more. Our administrative and support team is here to support you and we have a wide variety of talent and support available to you . I am honored to serve as your Executive Director and I stand ready to support you in your role as a board member. On behalf of the students that will benefit from your strong and ethical leadership, "thank you!"

Sincerely,

Lane Carlson
Executive Director

Redding School of the Arts
Board Development and
Governance Handbook

“Boards function most effectively when everyone feels prepared and inspired to contribute in ways that are meaningful and fulfilling.” -Boardsource

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INTRODUCTION

Every child deserves to attend an excellent school. Public charter schools are governed by independent boards, and great charter schools need great boards. Serving on a charter school board is an excellent way to have a substantial, and ongoing impact on a school and in your community.

This handbook provides information for board members of Redding School of the Arts. The purpose of this handbook is to serve as an onboarding tool for new board members and as an ongoing resource for current board members. This handbook has information that may answer the following questions:

- 1) What have I gotten myself into?
- 2) How does a Charter School operate as a public school and what is the purpose and role of its board?
- 3) What are the legal responsibilities of the school and the governing board and how does the board and administration work together to ensure the schools success?
- 4) Where can I find resources that can help me learn more about RSA, charters, school finances, policies, and rules of governing board meetings?

The Legal Structure of a Charter School

The local school board operates as a component of a broader public education network in the state. This network encompasses primary and secondary schools, technical institutions, community colleges, and state universities. Furthermore, various state, county, and local entities manage and oversee these educational institutions. It's essential for school board members to understand the extent and boundaries of their role and how it interacts with other elements within the education system. The State Constitution and foundational laws mandate that public schools are instituted and regulated by the state, through the combined efforts of the State Legislature and the state's voters. For a streamlined operation of this state-wide public education system, school districts were created. These districts are overseen by local boards of trustees, a structure envisioned by the state as an effective means to manage schools. To ensure consistency and uphold minimum educational standards, the State Department of Education was granted the authority to set specific guidelines. Additionally, counties or intermediate units, which include the county board of education and the county school superintendent, were formed to ensure alignment with, supervision of, and adherence to these state standards. The primary duty of managing local schools rests with the district boards of trustees.

Charter schools are under the jurisdiction of the public school system. However, a charter school is exempt from many laws governing school districts, except where specifically noted in the law. Over the past 5-10 years, there has been increased regulation of the charter school by the California Department of Education. Current and updated Legislation impacting Charter Schools can be found on the [California Department of Education](#) website.

Under the California Department of Education, there is a charter school division which operates under the branch “Legal, Audits & Charters” which is managed by the Chief Deputy Superintendent of Public Instruction. California law requires that a public charter school be nonsectarian in its programs, admission policies, employment practices, and all other operations, and prohibits the conversion of a private school to a charter school. Public charter schools may not charge tuition and may not discriminate against any pupil on the basis of ethnicity, national origin, gender, or disability. RSA must admit all pupils who wish to attend the school and if that exceeds the capacity of enrollment, a lottery must be held to determine admittance.

California law also requires the purchase and maintenance of various insurance liability coverages that are not typical to most industries. Because charter schools operate as public employers, they must follow California labor laws as well as workplace health and safety administered by Cal OSHA and CDPH.

A Charter School Defined

Charter schools aim to elevate student outcomes by employing diverse and pioneering teaching approaches. They not only offer enhanced academic opportunities for students and parents within the public education framework but also introduce new career prospects for educators. Typically, these schools can cater to students from kindergarten up to the 12th grade. Often, the inception of a charter school stems from a collective vision of teachers, parents, or community members who are driven by the aspiration to employ unconventional methods to attain comparable or superior educational results.

A charter school is a public school governed by a contract (“charter”) between the school’s operators and a chartering authority. A school’s charter describes such things as the school’s instructional approach, employer/employee relations, and predicted student outcomes. The charter must be renewed at least every five years and can be revoked if the school fails to comply with the contract terms or to meet academic objectives. The chartering authority, also known as the authorizing local educational agency (LEA), can be a school district, county office of education, or the State Board of Education (SBE). Authorizing agencies can hold charter schools accountable for such things as student achievement, the management and financial viability of the school, and complying with state reporting requirements.

Although charter schools generally are more independent of their chartering authorities than regular public schools are of their districts, and are exempt from some of the state’s regulations, they must participate in state testing and comply with federal laws. They are also required to develop Local Control and Accountability Plans (LCAPs) that they must submit to their authorizers. But unlike school districts, which must get their LCAPs approved by their county office of education, charter schools do not need outside approval.

Funding Model

Charter schools can either be "locally funded," drawing their finances from their authorizing district or county body, or "direct-funded" where they receive funds straight from the state. RSA is direct-funded.

Through the Local Control Funding Formula (LCFF), the state has harmonized the funding for both charter schools and traditional school districts. Charter schools, like their district counterparts, get a foundational grant for each student's average daily attendance (ADA). They also receive additional grants for students who are eligible for free or reduced-price meals, are English learners, homeless, or in foster care. Moreover, if such students constitute more than 55% of the total enrollment, charter schools are entitled to an extra concentration grant. However, this grant is determined by the lesser of two metrics: (1) the charter school's actual percentage of such students or (2) the percentage of these students in the district where the charter school operates.

LCFF is funded through a combination of local property taxes and state aid funding from the State School Fund and Education Protection Account (EPA). LCFF state aid is distributed through the Principal Apportionment.

Funding entitlements under the LCFF consist of:

- Grade span-specific base grants based on ADA, that reflect adjustments for grades K-3 class sizes and grades 9-12 (school districts with qualifying schools may receive a necessary small school (NSS) allowance in lieu of the base grants);
- Supplemental grants equal to 20 percent of the adjusted base grants multiplied by the LEA's unduplicated percentage of English learners, income eligible for free or reduced-price meals, and foster youth pupils;
- Concentration grants equal to 65 percent of the adjusted base grants multiplied by an LEA's percentage of unduplicated pupils above 55 percent;
- Two add-ons equal to the amounts school districts received in 2012-13 for the Targeted Instructional Improvement Block Grant and Home-to-School Transportation programs;
- An Economic Recovery Target add-on; and
- Beginning in 2022-23, an add-on for current year Transitional Kindergarten ADA.
- Base, supplemental, and concentration grants, as well as necessary small school allowances, receive cost-of-living adjustments as provided through the annual budget. Beginning in 2023-24, transportation related add-ons and the Transitional Kindergarten add-on will also receive cost-of-living adjustments.

Under the funding framework, charter schools must adhere to enhanced transparency and accountability standards. This involves developing a Local Control Accountability Plan (LCAP)—in collaboration with parents and the community—that details how they intend to allocate the funds. Charter Schools are required to define objectives aimed at enhancing student outcomes, based on eight core priorities set by the Legislature. These key areas encompass academic performance, student participation, parental engagement, and the effective rollout of new educational standards. The [California School Dashboard](#) offers insights into the performance of schools using metrics, such as graduation rates, test performance, and overall school environment. Districts struggling with performance and not showing improvement in student outcomes will benefit from a revamped intervention system.

Importance/Purpose of Charter School Boards

Unlike traditional public schools, charter schools are governed by an *appointed*, not-for-profit board of directors, to ensure that the school operates efficiently, effectively and in accordance with the school's charter, mission, vision and contracted performance goals. Like most nonprofits, charter schools need a board of directors to help them become a fiscally sound, thriving and continually improving school that will be around for the long term. The purpose of the charter school board of directors is to:

- Provide oversight functions- The board's ability to remain objective, and not be directly involved in the school's operational activities, is critical to its effectiveness in guiding the charter school.
- Promote the charter school's mission- The board should be composed of individuals who support and promote the charter school's mission and educational philosophy.
- Planning and policy assessment- The board must assess the strategic planning process and develop policies and procedures consistent with the education laws of California Charter Schools.
- Achieve charter requirements- The board is responsible for ensuring that school's programs and operation comply with the terms of its charter, and that the school:
 - Is financially solvent
 - Complies with statutory and regulatory requirements
 - Has competent professional staff
 - Has a successful academic program, as measured by internal and external assessments

SCHOOL INFORMATION

RSA's History

Redding School of the Arts opened its doors in August of 1999. The school was created at a time when local elementary school's visual and performing art programs were in rapid decline or nonexistent. The founders believe that education in its entirety is complete when the arts are included in the academic program and when students are instructed at their academic level. From this educational platform, Redding School of the Arts was created.

Acknowledging milestones in a school's journey is crucial as it not only celebrates achievements and hard-won success, but it also provides valuable insights into the school's trajectory. Recognizing these significant moments can foster stakeholder cohesion, reinforce the school's vision, and offer a strategic roadmap for future endeavors. Various milestones that RSA has achieved include:

-insert Graphic timeline here-

Awards: RSA has received much academic recognition during its 22 years of educating students:

- in 2002, RSA won one of California's Creative School of Excellence awards given by the California School Recognition Program which honors exemplary arts education programs.
- 2012 RSA received WASC six year cleared accreditation
- 2010 RSA was identified as a Confucius School. This award is given by the College Board and Hanban in recognition of an outstanding elementary Mandarin program. RSA was one of five schools in the United States to receive this award.
- 2012 RSA facility received LEED Certified Green School
- Annual school musical,

In addition, RSA's students have won awards in the National Duck Stamp and Peace Poster competitions each year and have had their works of art displayed at City Hall. Our String Ensemble has taken multiple Gold and Command Performances at the state competition CMEA Sections - California Music Educators Association for every year they have participated, and since 2014 our Competition Choir has taken top awards at the state level. Students from RSA have had their art work published in the Glencoe textbooks in 2004. In 2006, students from RSA had their work displayed in the Youth Art Exhibits in the Sacramento Office of Education.

RSA's Future

-Content coming-

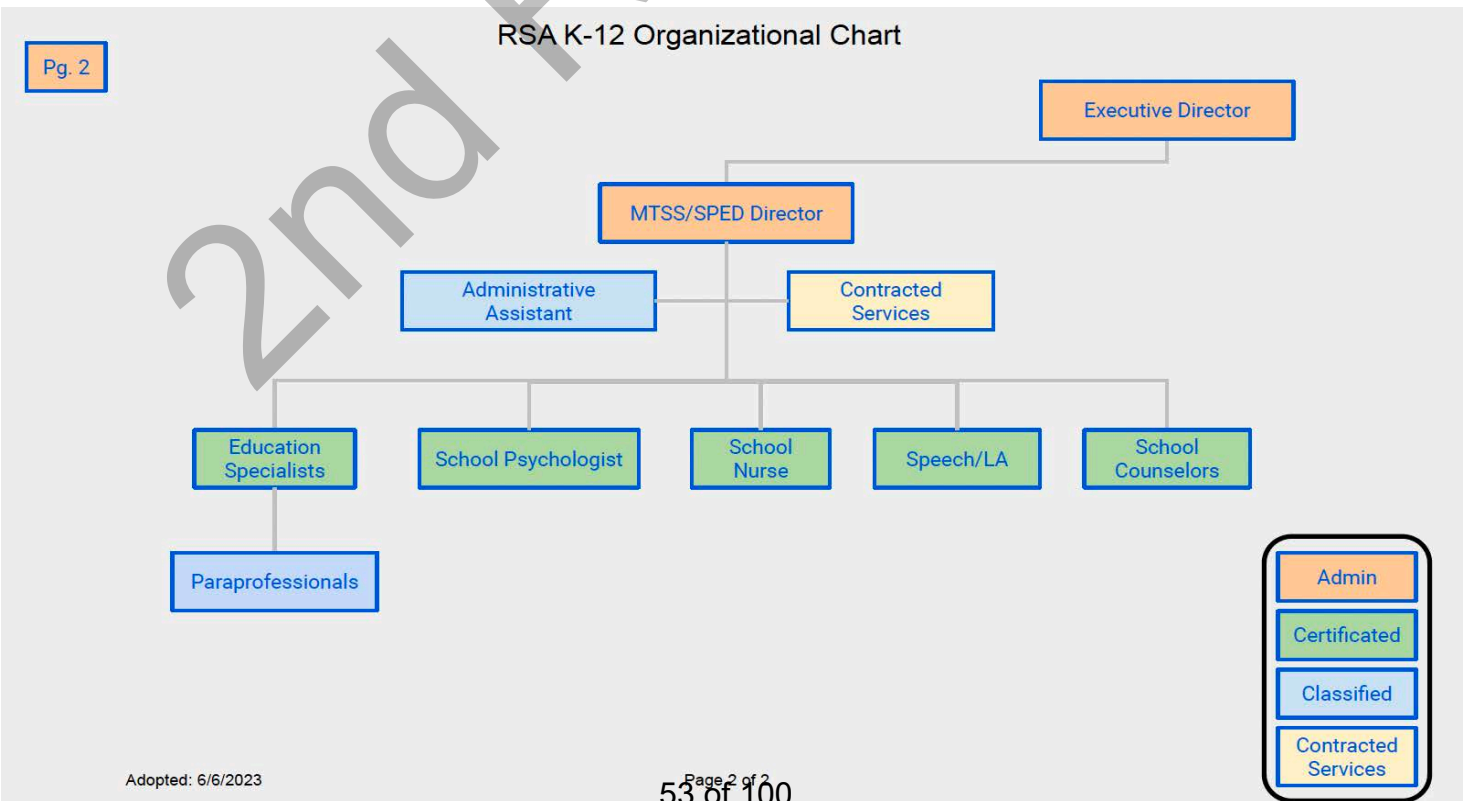
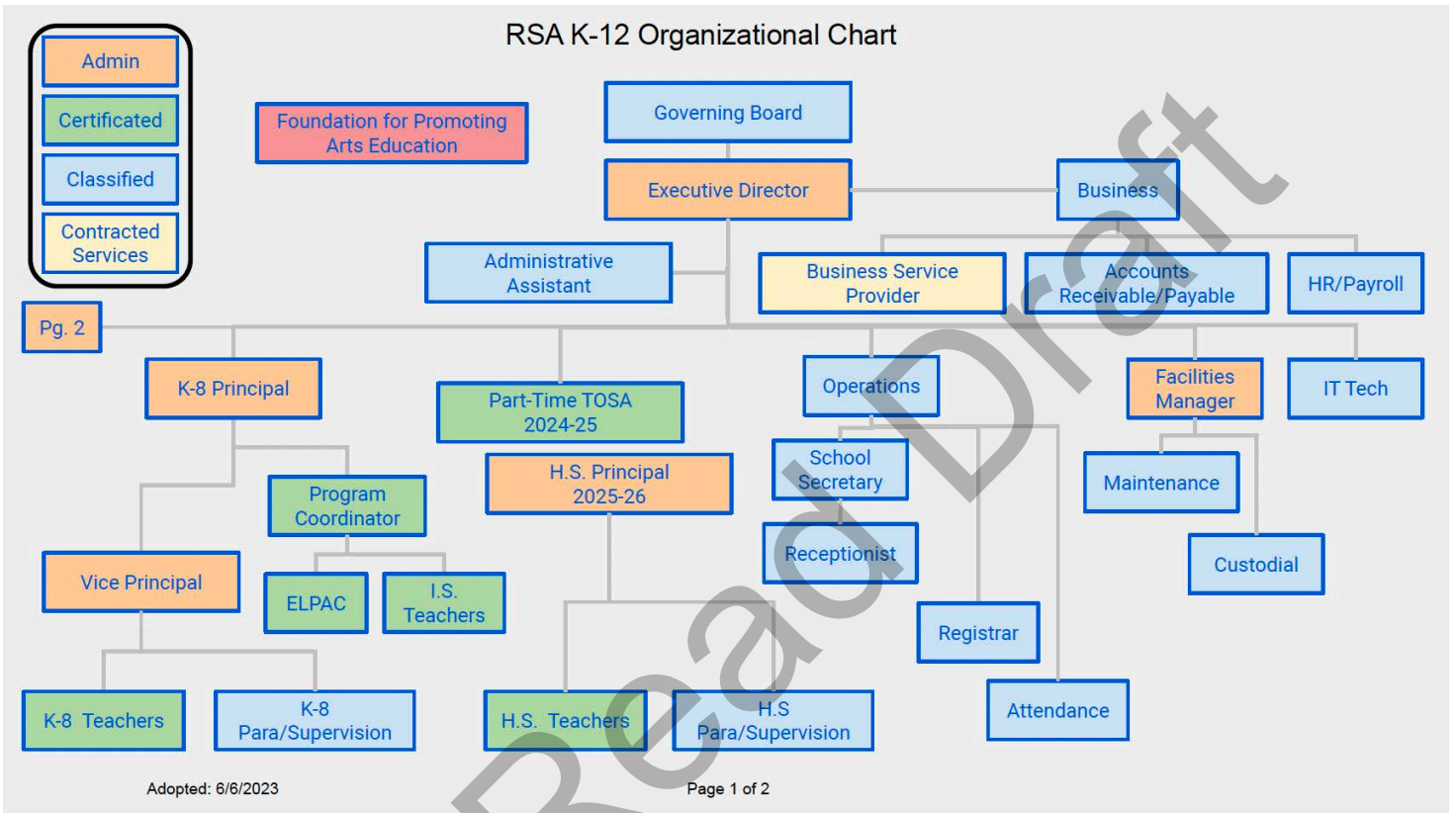
RSA Basic Facts

- We are a Charter school with a focus on visual and performing arts
- Mandarin Immersion Dual Language program (K-5th) Leveled Mandarin classes (6th-12th)
- Grades offered: K-12th
- Current enrollment: **600**
- Average number of students per teacher : **26**
- Student population: 79.50% White, 4% American Indian or Alaska Native, 3% Hispanic or Latino, 4.5% Asian, and 1% African American (8% declined to respond).

2nd Read Draft

Organizational Chart

The Organizational Chart for Redding School of the Arts provides a clear depiction of the internal, functional structure of the school. Organizational charts make clear job duties and responsibilities, and can increase communication, collaboration and accountability.



School Charter

A charter school contract is the legally binding agreement executed by a charter school and its Authorizing agency. This agreement stipulates the terms and conditions by which the school will operate and defines the rights and responsibilities of each party, including performance expectations and conditions for renewal. A charter school contract serves as both an administrative and performance agreement. Charter agreements are renewed every 3-5 years. RSA's most recent charter agreement was renewed in 2020 and it is for a 5 year term. Recent legislation that passed (AB 130), has extended our renewal to June 30, 2027. Our current Authorizer is Columbia School District. You can locate our Charter agreement in Livebinder under the Governing Board tab > [RSA Charter](#).

Mission, Vision, and Goals

The mission of Redding School of the Arts is to educate K-12 students who have an interest in visual and performing arts and cultivate their knowledge and skills for the betterment of their local and global community. Utilizing an interdisciplinary theme based approach, students learn to read, write, speak, problem solve, use technology and sustainable practices. RSA seeks to accomplish its goal of high academic and behavioral standards through a student centered, multicultural and multilingual environment with an emphasis on the arts. RSA will enable students to become literate, self-motivated and life-long learners who participate in the art of their community.

School Performance Data

Student performance is tracked and reported in our School Accountability Report Card (SARC). If student performance needs are to be addressed, they are included as goals in our Local Control Accountability Plan (LCAP). You can find reports on school performance with respect to six state indicators and five local indicators on [The California School Dashboard](#).

Here is a snapshot of our school performance data according to state and local indicators, for 2022.

Redding School of the Arts

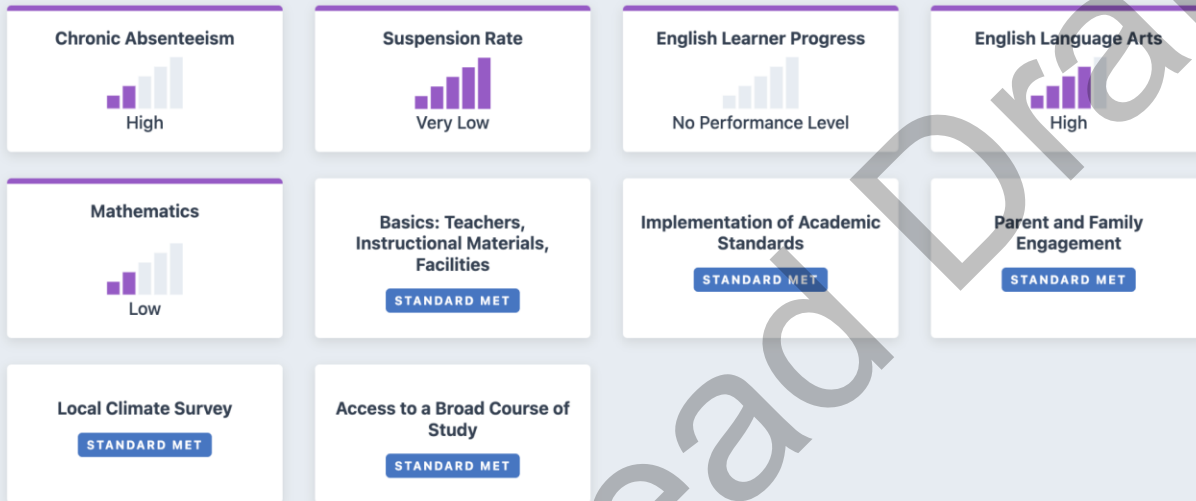
Generate PDF Report

View Additional Reports

Explore the performance of Redding School of the Arts under California's Accountability System.

2022

Due to the COVID-19 pandemic, state law allows the 2022 Dashboard to only display the most current year of data (also known as Status). For this year only, performance levels will be reported using one of five Status levels (ranging from Very High, High, Medium, Low, and Very Low) for state measures. Please note that the Status levels associated with the Chronic Absenteeism and Suspension Rate Indicators are reversed (ranging from Very Low, Low, Medium, High, and Very High). Information regarding this year's Dashboard data is available within the [Dashboard Communications Toolkit](#).



You can find

our most recent annual SARC report on the RSA website or in Livebinder under the Governing Board tab, as well as our current LCAP.

BOARD MEMBERS

Charter schools are governed by boards, not by individual board members. While understanding their separate roles, the Board of Directors and the School Director work together as a governance team in operating Redding School of the Arts. The executive director's insights and expertise are invaluable for the board's decision-making, while the board provides oversight, direction, and support to the executive director in their leadership of the school. The governance team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively.

Key Responsibilities of the Board

1. **Work with all stakeholders to uphold, update, and refine the charter school's mission and purpose-** It is the board's responsibility to periodically review the mission statement, which articulates the school's goals, means and primary constituents served. Each board member should fully understand and support the mission statement.
2. **Select the charter school leader in conjunction with stakeholders-** Boards must reach consensus on the charter school leader's job description and undertake a careful search process to find the most qualified individual for the position.
3. **Support the charter school leader and review performance-** The board should ensure that the charter school leader has the moral and professional support needed to further the goals of the charter school and establish a periodic performance evaluation schedule, in partnership with the school leader.
4. **Ensure effective organizational planning.** As stewards of the charter school, the board must actively participate with the administration in an overall planning process and assist in implementing the resulting plan.
5. **Manage resources effectively.** In order to remain accountable to its constituencies and to safeguard its tax-exempt status, the board must approve the annual budget and ensure that proper financial controls are in place.
6. **Monitor the charter school's programs and services.** The board's role in this area is to oversee educational programs and services for consistency with the charter school's mission, and effectiveness.
7. **Enhance the charter school's public image.** The board is another link between the charter school and the community. Clearly articulating the school's mission, accomplishments and goals to the public, and garnering support, are important elements of a successful public relations strategy.
8. **Assess its own performance.** The board should evaluate, on a regular basis, its performance in fulfilling responsibilities, using resources and achieving the school's mission. By evaluating its performance, the board can recognize its achievements and reach consensus on which areas need to be improved.

A detailed and specific description of the governing Board's power and duties is stated in our policy "BOARD DUTIES AND RESPONSIBILITIES; DELEGATION OF POWER" and can be found in [Livebinder](#) under the RSA policies tab > Governing Board > Board Powers Duties. Our Board operations policy and procedures are stated in our "BOARD OPERATIONS" policy and is also located in Livebinder under the RSA Policies tab.

Code of Ethics

Our governing board operates under agreements of high ethical conduct and behavior. A code of ethics for school board members provides a roadmap for conducting business with integrity, fairness, and transparency, ensuring that the primary focus remains on the well-being and education of all students. In order to enhance our reputation, provide consistency in decisions making, prevent exposure of the school to unnecessary and costly legal issues, improve accountability for board member actions, and promote a positive culture, we ask all board members to attest to the following:

As a member of the Board, I shall promote the best interests of the School as a whole and, to that end, shall adhere to the following ethical standards:

Equity in Attitude

- I will be fair, just, and impartial in all my decisions and actions*
- I will accord others the respect I wish for myself*
- I will encourage expressions of different opinions and listen with an open mind to others' ideas*

Trustworthiness in Stewardship

- I will be accountable to the public by representing School policies, programs, priorities, and progress accurately*
- I will be responsive to the community by seeking its involvement in School affairs and by communicating its priorities and concerns*
- I will work to ensure prudent and accountable use of School resources*
- I will make no personal promise or take private action that may compromise my performance or my responsibilities*
- I will make attendance at meetings a priority. I understand if I fail to attend enough meetings that I can be removed from the board*
- I will come prepared to all meetings by reviewing the board packets*

Honor in Conduct

- *I will tell the truth*
- *I will share my views while working for consensus*
- *I will respect the majority decision as the decision of the Board*
- *I will base my decisions on fact rather than supposition, opinion, political or public favor*

Integrity of Character

- *I will refuse to surrender judgment to any individual or group at the expense of the School as a whole*
- *I will consistently uphold all applicable laws, rules, policies, and governance procedures*

Board Policy

- *I will not disclose information that is confidential by law or that will needlessly harm the School if disclosed*

Commitment to Service

- *I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation*
- *I will diligently prepare for and attend Board meetings*
- *I will avoid personal involvement in activities the Board has delegated to the Director*
- *I will seek continuing education that will enhance my ability to fulfill my duties effectively*

Student-Centered Focus

- *I will be continuously guided by what is best for all students of the School*

Distinction Between Governance and Management

Although they are related, a clear distinction must be made between "governance" and "management" responsibilities for a charter school. Governance deals with major policy-making decisions or setting the overall direction of the school. Management deals with the allocation and deployment of the school's resources on a daily basis to achieve the school's goals, this includes curriculum decisions. The Board of Directors and the School Director work together as a governance team in operating Redding School of the Arts. The following steps can help charter schools avoid mixing board governance functions with management functions:

Division of Governance and Administrative Roles Table

Responsibility	Board of Directors	School Leader
Finance and Accounting	<ul style="list-style-type: none"> • Approves annual budget • Review periodic financial reports (balance sheet, income statement) • Ensure proper internal controls are in place 	<ul style="list-style-type: none"> • Prepares annual budget • Oversees preparation of periodic financial statements • Implements proper financial controls
Legal	<ul style="list-style-type: none"> • Exercises fiduciary role to ensure the charter school is properly managed. • Maintains legal status; ensures paperwork is submitted to governmental agencies • Review financial & business dealings; exercises proper judgment to avoid conflict of interest 	<ul style="list-style-type: none"> • Provides information to the board to demonstrate that the school is well managed. • Compiles information for annual filing requirements • Alerts board if conflict of interest situation is likely to occur
Planning	<ul style="list-style-type: none"> • Updates/reinforces mission and program direction; approves goals/objectives to meet those ends • Reviews strategic plan and progress 	<ul style="list-style-type: none"> • Executes planning and participates in updating/reinforcing mission and program direction. • Assists board in keeping focus and momentum

	<ul style="list-style-type: none"> • Assesses compliance/progress in achieving educational outcomes agreed to in charter • Assesses program evaluation plan 	<ul style="list-style-type: none"> • Develops specific program goals & objectives based on the board's specific mission • Develops/oversees progress reports
Policy	<ul style="list-style-type: none"> • Develops and adopts written policies according the education law • Responsible for reviewing policies periodically 	<ul style="list-style-type: none"> • Identifies need for new policies • Assures implementation of policies and assists in analyzing policy options
Personnel	<ul style="list-style-type: none"> • Sets and reviews personnel policies • Hires school leader and evaluates their performance 	<ul style="list-style-type: none"> • Implements personnel policies • Recommends changes to personnel policies • Hires staff and evaluates performance
Resource Development	<ul style="list-style-type: none"> • Assures long-range commitment of resources • Establishes/implements fund development plan • Reviews/approves all major grant proposals 	<ul style="list-style-type: none"> • Conducts research and maintain database • Assists in fund development efforts • Develops grant and other funding applications, plans fundraising events
Board Accountability	<ul style="list-style-type: none"> • Establishes and communicates expectations of board membership • Assures effective board participation 	<ul style="list-style-type: none"> • Facilitates training and info exchange in preparation for board selection • Facilitates effective communication among board
Decision-making	<ul style="list-style-type: none"> • Defines and communicates board's role • Assures appropriate board involvement in decision-making 	<ul style="list-style-type: none"> • Makes action decisions within parameters set by the board

Community Relations	<ul style="list-style-type: none"> • Promotes school to parents and the public • Serves as emissary to broader community • Promotes activities with other charter schools, such as coalitions, shared programs, etc. 	<ul style="list-style-type: none"> • Interprets the charter school mission to the community via direct involvement, PR, personal contact, working with the media, etc. • Works closely with the board for an effective division of labor
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Legal Requirements of the Board

Beyond the guidelines set by state and federal charter school regulations, non-profit board members are also governed by fundamental legal duties often summarized as "THE THREE D's": Duty of Care, Duty of Loyalty, and Duty of Obedience.

DUTY OF CARE

Board members are expected to make decisions with diligence and prudence, using their personal judgment. They must stay informed, ask probing questions for clarity, and, when considering major actions like significant asset transactions or material contracts, they should consider seeking expert advice.

DUTY OF LOYALTY

Board members should prioritize the non-profit's interests above personal or professional ones. This duty also encompasses the safeguarding of the organization's confidential information, ensuring it isn't disclosed in ways that could disadvantage the organization.

DUTY OF OBEDIENCE

Ensuring that the organization abides by all local, state, and federal regulations falls under this duty. Additionally, board members should uphold and advocate for the organization's mission and vision.

To safeguard the organization's interests, board members should annually approve, review, and sign a conflict of interest policy and related disclosure statement. Board members should receive proper training and seek continuous professional development to ensure they have the necessary knowledge and skills to effectively govern and oversee the school's operations.

Financial Management

Charter School Budget and Finances

Analyzing a charter school's budget and finances is essential to understand its fiscal health, ensure resources are being used efficiently, and guarantee that the school is compliant with financial regulations. Here is a framework to get started:

Gather Relevant Documents: These documents are presented and discussed at meetings throughout the fiscal year. Annual budget information is available in [Livebinder](#) under the Governing Board tab > Budget Information.

1. Annual budget
2. Monthly or quarterly financial statements (income statement, balance sheet, cash flow statement)
3. Prior years' financial statements (for comparison)
4. Audit reports
5. Any financial forecasts or projections

Review Revenue Sources:

Understand the primary sources of income. Charter schools often receive funds based on per-pupil allocations, grants, donations, and sometimes other revenue-generating activities.

Note any significant increases or decreases compared to prior years or the budgeted amount.

Examine Expenditures:

Classify expenses (salaries and benefits, facilities, instructional materials, administration, etc.).

Compare the actual expenses to the budgeted amounts to identify overages or savings.

Compare the current year's expenses to prior years to determine trends or irregularities.

Analyze Cash Flow:

Determine if the school has sufficient cash to meet its short-term obligations.

Look at cash reserves and any potential upcoming large expenditures.

Assess Debt and Liabilities:

Review any loans or long-term debts the school has incurred.

Ensure that the school can meet its debt obligations and interest payments.

Look at other liabilities, like pensions or post-employment benefits, if applicable.

Review Capital Expenditures:

Understand the school's spending on long-term assets like buildings, equipment, or technology.

Determine if these are in line with the school's strategic plan and if they're sustainable in the long term.

Audit Reports:

Review the findings of any external audits.

Pay particular attention to any irregularities, recommendations, or findings of non-compliance.

Financial Ratios:

Calculate financial ratios to gauge fiscal health. Common ratios include the current ratio (current assets divided by current liabilities) and the debt-to-equity ratio.

Compare the school's ratios to benchmarks or averages in the education sector.

Reserves and Savings:

Determine if the school has a reserve or savings policy.

Evaluate the size of the school's reserves in relation to its operating budget.

Stakeholder Engagement:

Look at how the school engages stakeholders (parents, staff, community) in the budgeting process. Determine if there are processes for feedback or transparency initiatives.

Alignment with Mission and Strategy:

Ensure that the budget and spending align with the school's mission and long-term strategic goals.

External Factors:

Consider any external economic factors that might impact the school's finances, like changes in government funding, economic downturns, or changes in enrollment.

Internal Controls

Internal controls for school finances are essential to ensure that funds are used appropriately and to prevent fraud, mismanagement, and errors. They should have appropriate and transparent processes to protect taxpayer dollars, established organizational policies for spending, a series of questions to unearth reasons for discrepancy, delegation of tasks to reduce opportunities for fraud, and rules and regulations in place that guide the finance decision making. Here are some examples of internal controls specific to school finances:

Segregation of Duties: Ensure that no single individual has control over all aspects of any financial transaction. A person requesting a purchase shouldn't be the same person approving it. The person making bank deposits should not be reconciling bank statements.

Authorization Controls: Establish levels of authority for approving expenses.

Only specific individuals should have the authority to approve large expenditures.
Budgeted and non-budgeted expenses might have different authorization levels.

Physical Safeguards: Secure cash in a locked safe. Limit access to financial records and systems to authorized personnel only. Use security cameras in areas where money is collected or stored.

Reconciliation: Regularly match transaction records to bank statements and receipts.

Monthly bank reconciliations should be conducted by someone who does not handle deposits or disbursements.

Budget Controls: Regularly compare actual expenditures to the budget.
Investigate and explain significant variances.

Documentation: Maintain thorough documentation for all transactions. Require invoices, receipts, or other documentation for reimbursements. Maintain a documented audit trail for all financial activities.

Training: Ensure all personnel involved with finances are properly trained. Provide regular training on financial policies and procedures. Update training when policies or processes change.

Periodic Audits: Regularly schedule internal and external audits. Use external auditors to review financial statements and internal control processes.

Implement recommendations from audit findings.

Technology Controls: Use password-protected financial software. Implement role-based access controls so users can only access the financial information necessary for their roles. Regularly back up financial data and store in a secure location.

Procurement Controls: Establish strict guidelines for vendor selection and purchasing.

Require competitive bids for significant purchases. Have a clear conflict-of-interest policy to prevent unethical collaborations with vendors.

Receipts and Disbursements: Use pre-numbered receipts for all cash collections.

Require dual signatures on checks above a certain amount.

Fraud Awareness and Reporting: Develop a whistleblower policy where employees can report suspicious activities without fear of retaliation. Regularly communicate and reinforce the school's stance against fraud.

Inventory Controls: Regularly review and track school assets. Conduct periodic physical counts of inventory and equipment. Compare actual counts to financial and property records.

You can find Rsa's policies and protocols for fiscal management in the Livebinder under [RSA Policies > Fiscal/Budget](#).

Governance Structure

The governance structure of a charter school board is pivotal in determining the direction, accountability, and success of the school. RSA has key components and roles within its governance structure. .

Officers of the corporation: President/CEO, Secretary, Treasurer/CFO and we may designate a Chair according to our by-laws.

Board Composition: Charter school boards typically consist of a diverse group of individuals, including educators, parents, community leaders, and professionals from various fields. The aim is to bring a mix of expertise and perspectives to the table. The Governing Board, which consists of two parent representatives from the school elected by the Parent Teacher Council, one original founder of Redding School of the Arts, and three to five community representatives. All representatives will serve a two-year alternating term of office that coincides with the fiscal year. Representatives may serve more than one term. Selection criteria for choosing board members will include completion of an application, commitment to the school and readiness to accept Code of Ethics and responsibilities. Redding School of the Arts charter provides for one representative from the staff to serve as nonvoting liaison on the school's Governing Board. The staff representative will serve and facilitate

communications and mutual understanding between Redding School of the Arts, the governing board, and the granting agency. Our board composition undergoes an annual review to ensure that our appointed board members bring both diverse skills and backgrounds to the table.

Roles within the Board for RSA:

Executive Director: Non voting member of the board that provides direction, leadership, and implements programs and policies and operational oversight. Sets the agenda, is the point of contact for communication between board meetings. Board development and recruiting. While the board makes the final decisions on many issues, these decisions are often informed by the executive director's recommendations.

President/Chair: Provides leadership, helps set the agenda, and facilitates board meetings.

Vice President/Vice-Chair: Assists the president and steps in during their absence.

Secretary: Manages minutes, records, and other essential documentation.

Treasurer: Oversees the school's financial status, budget, and related reports.

Committees: To streamline operations and allow deeper focus on specific areas, we have established committees such as:

Finance Committee: Focuses on the school's budget, financial health, and audits.

Policy Committee: plays a crucial role in the formulation, review, and revision of policies that guide the operations, standards, and strategic direction of the school or district.

Facilities and Safety Committee: Concentrates on the school's physical infrastructure, maintenance, safety and expansion if needed.

Executive Director Evaluation Committee: assesses the performance of the Executive Director to ensure accountability areas such as leadership effectiveness, financial management, strategic planning, stakeholder engagement.

Current Board Member Composition 2023/2024

President/Chair & Community Member- Jon Sheldon

Vice-President- Jean Hatch, Founder

Treasurer & Community Member- Sharon Hoffman Spector

Secretary & PTC Representative- Tiffany Blasingame

PTC Representative -David Skinner

Community Member- Daria O'Brien

Community Member- Antonio Cota

Administrative Team

Executive Director- Lane Carlson

Principal- Carol Wahl

Vice Principal- Sophia Zanioli

MTSS/Intervention Director- Shelley Tan

Business Service Provider- Robyn Stamm

Staff Liaison- Rebecca Lahey

MEETINGS

Effective Decision Making and Meetings

Elements of Effective decision making from Eugene Smoley author *Effective School Boards*

1. *The board accesses and uses relevant information.* Relevant information comes from many sources, including district staff and the community. It is accurate, balanced and presented as an efficient guide for action.
2. *The board discusses issues deliberately.* Board discussions are systematic, objective and open. Board members consider the information in context and give the time necessary to avoid forcing decisions prematurely. Boards put aside personal differences and hidden agendas and consider the merits of a particular situation or issue without prejudice. Board members are honest and forthright in their exchange of viewpoints.
3. *The board considers alternative actions.* This practice shows that the board has discussed different points of view, heard from all sides and assessed the positive and negative consequences of various choices.
4. *The board works toward consensus.* Board members try to find areas of commonality, tolerate differences and recognize the need for compromise in reaching agreement.

Time Management. Boards must be structured to use their time well as key decisions often require a quick turnaround and board meeting time is a limited resource.

Procedures: Boards should have established procedures that focus on making major governance decisions (such as budget approval or performance reviews) and leave administrative matters to the school's staff.

Micro-Management. The board should not micromanage or meddle in decision-making that is best done by those responsible for the school's educational programs and support services on a daily basis.

Delegation- In order to keep its focus on the big picture, the board should delegate responsibility to its committees or the charter school leader. In so doing, the board creates the space and autonomy for the school leader, the charter school staff, board committees and volunteers to better plan and implement actions in their respective areas of responsibility.

Conducting Meetings

School board meeting procedures help ensure that meetings are conducted in an organized and effective manner, respecting both the law and the rights of participants. While specific procedures can vary by district and state (or country), many follow a similar structure, often influenced by Robert's Rules of Order or a similar protocol. Here is a generalized overview:

→

Call to Order: The board president or chairperson officially starts the meeting.

Roll Call: Attendance is taken, usually by the chair, board secretary or clerk.

Reports and Announcements: Executive Director, Principal, Vice Principal, Teacher Reports, updates on school activities, achievements, issues, etc. Any upcoming events, training, or important dates are shared.

Committee Reports: Updates from various board committees (e.g., finance, curriculum).

Public Comments: A designated time for members of the public to address the board. There might be time limits for each speaker and overall public comment duration. Some boards require speakers to sign up in advance.

Consent Agenda: A collection of routine items grouped together and approved with one motion (e.g., routine personnel actions, monthly financial reports). Members can request to remove items from the consent agenda for separate consideration.

Approval of Minutes: The minutes from the previous meeting are reviewed and approved.

Discussion/Action Items: These are topics that need board discussion and may require a formal vote. Each item is presented, discussed, and then voted upon if action is required.

Closed Session (if needed): The board may go into a closed or executive session to discuss confidential matters, such as personnel issues, litigation, or property acquisition. In many jurisdictions, specific reasons for a closed session are legally defined, and the board must cite the reason.

Reconvene in Open Session (if closed session was held): If any actions were taken during the closed session, they might need to be reported in the open session, depending on legal requirements.

Adjournment: The board president or chairperson officially closes the meeting.

↩

There are specific rules for how board members can introduce new items, how votes are taken and recorded, and how the public can participate. These rules are outlined in our governing board policies, by-laws, and in the Brown Act. You can find these in [Livebinder](#) under the tabs, Governing Board and RSA Policies.

Brown Act

The Brown Act, officially known as the Ralph M. Brown Act, was passed in California in 1953. Its main purpose is to guarantee the public's right to attend and participate in meetings of local legislative bodies. Here are the primary purposes of the Brown Act:

Transparency: The Act ensures that deliberations and actions of local government agencies are conducted openly and transparently, so the public can be informed about what their elected officials are doing.

Public Participation: The Act grants the public the right to attend meetings of local legislative bodies, ensuring they have a voice and can participate in the decision-making process.

Advance Notice: The Brown Act requires that an agenda be posted at least 72 hours in advance for regular meetings and 24 hours for special meetings, ensuring the public is aware of topics that will be discussed or acted upon.

Closed Sessions: While the Act emphasizes open meetings, it acknowledges that there are specific circumstances (like personnel matters, certain real estate negotiations, or pending litigation) where discussions should be confidential. However, even for these closed sessions, the Act requires specific agenda notice and post-session disclosures.

Preventing Secret Decisions: The Brown Act is designed to prevent local government bodies from making decisions or deliberating on matters behind closed doors without public scrutiny.

You can find more information about the Brown Act in Livebinder under the RSA Policies tab > Brown Act Intro and School Board Meetings - [Brown Act Compliant](#).

Communication Between Board Meetings

Communication between board meetings is essential to ensure that board members stay informed, aligned, and ready for decision-making during formal meetings. Establishing a protocol for communication between board meetings enhances transparency and keeps the board's operations smooth.

The Executive Director and/or the Chair is the designated point of contact for communication in between meetings. They are responsible for centralizing and disseminating information to all board members. Board members may be contacted via email, in person or phone. Board members may also contact the executive director via email, in person, or phone. Reasons for communication may include, but are not limited to: updates on ongoing projects or actions decided in the previous board meeting, financial updates or key performance indicators, relevant news or changes in the external environment that may impact the organization, any upcoming events, deadlines, or important dates, or preliminary agendas for the upcoming board meeting.

While communication between meetings is essential, formal decision-making should be reserved for official board meetings to ensure transparency and adherence to governance rules.

If a decision is urgent, we will consider calling a special or emergency board meeting.

Public Comment at Board Meetings

Public comments at board meetings, whether they're for school boards, city councils, or other public entities, can be challenging for several reasons. Many issues addressed during board meetings deeply affect community members or parents, leading to impassioned speeches and strong emotions with diverse opinions. Some comments may be supportive, while others might be critical or even confrontational. This can be difficult as board members if we are caught off guard and feel unprepared to respond. There are also procedural constraints such as not being able to comment to avoid inadvertent deliberation on topics not on the agenda. The structure of the public comment period does not usually allow for back-and-forth conversations. This can be frustrating for both board members, who might want to respond to or clarify certain points, and community members, who may feel their concerns aren't being immediately addressed. It's crucial for boards to approach public comment periods with a spirit of openness and a genuine desire to understand community or parent concerns. Community and parent members can benefit from understanding the constraints board members operate under and approaching comment periods with a focus on constructive feedback.

The following outlines our protocol for receiving and addressing public comment:

1. **Requests to address the Board:** Prior to the beginning of the meeting, members of the public seeking to address the Board on an item on the agenda, or during time allocated for public comment, shall complete the “Public Forum Sign-In-Sheet” located in the Board Meeting Room. The sign-in-sheet will be given to the presiding officer (e.g., the President or Vice-President) or their designee at the start of the meeting.
2. **The presiding officer** (e.g., the President or Vice-President) will remind speakers of the following:
 - Each public speaker is allocated up to (3) minutes to share their comments or 5 minutes to make a presentation to the Board. The Board President may further limit the speaking time allowed in order to facilitate the progress of the meeting.
 - Complaints presented to the Board must not involve specific reference to employees or students (Citizens should contact the Executive Director for complaint procedures regarding employees).
 - A charter school cannot take action on a matter that has not been placed on the official agenda. (G.C. 54954.2).
 - Members of the public desiring Board action on an item are required to seek placement of the issue on the Board agenda in accordance with policy rather than presenting the matter during general public comment. This will facilitate discussion and expedite resolution. Requests for items to be included on the agenda shall be submitted in writing to the Executive Director no later than seven **(7) working days prior** to the next regularly scheduled Board meeting. Members of the public who request to have a topic placed on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board.
3. **Response to Public Speakers:**
 - The presiding officer (e.g., the President or Vice-President) or their designee will be the primary respondent to public speakers. At a regular meeting, however, Board members or staff may briefly respond to statements made or questions posed by persons during public comment.
 - Responses should always be respectful and constructive. We aim to listen and understand, rather than debate during the meeting.
 - If a query or concern requires further investigation, kindly inform the speaker that the board will take their comments under advisement and respond at a later time.
4. **Handling Parent Complaints:**
 - When receiving a parent complaint, the complaint should be reviewed in accordance with our established procedures, ensuring confidentiality and impartiality.

- Please do not respond to group emails, as it constitutes a violation of the Brown Act.
- The board will formally acknowledge receipt of the complaint during the "Board Correspondence" section of the agenda.
- Depending on the nature of the complaint, the board may direct staff to place a matter of business on a future agenda or the board may forward the information to a specific committee or individual for further review.

2nd Read Draft

CALENDAR

(Include in graphic: Board and committee meetings, School events board members can or should attend such as performances, demonstrations, or portfolio evaluations

Annual Calendar of Major board decisions- budget, reviewing test scores, strategic plan, review of school leader, goal setting, evaluating the board, election of new members.)

2nd Read Draft

MANAGEMENT DOCUMENTS

For a thorough and detailed compilation of our documents and policies, refer to our digital resource, [Livebinder](#). Every August, RSA's administrative assistant will provide you with the necessary link and password. This repository provides an organized and extensive collection, ensuring you have access to all the information you need to perform your fiduciary duties as a board member. In the repository you will find:

- Documents that detail relationship with a charter authorizer
- Contracts, reports, milestones, and any other documents relevant to the CMO
- All Legal and Policy Documents such as:
 - Articles of incorporation, bylaws, policies (conflict of interest, confidentiality, student discipline, etc.),
 - Internal Revenue Service Form 990: Return of Organization Exempt from Income Tax
 - Adopted and Working Budget
 - All legally required documents including meeting minutes.
 - Insurance information that includes a copy of the school's certificate for the Directors' and Officers' Liability insurance.

GOVERNANCE RESOURCES

- Charter School Development Center- <https://www.chartercenter.org/>
- National Charter School Resource Center - <http://www.charterschoolcenter.ed.gov/>
 - Fiscal Health Tool- [Assessing Fiscal Health: - A Financial Benchmarking Tool](#)
- California Department of Education Charter Schools- <https://www.cde.ca.gov/sp/ch/index.asp>
- California School Dashboard - <https://www.caschooldashboard.org/>
- Legislation Impacting Charter Schools- <https://www.cde.ca.gov/sp/ch/csleginfo.asp>

GLOSSARY OF TERMS AND ACRONYMS

-will be added to and alphabetized-

(ADA) Average Daily Attendance - This is a measure used to determine the number of students attending and participating in a school during a reporting period. It's calculated by dividing the total number of days attended by all students by the number of school days in that period. ADA is used by state departments of education to allocate funding to school districts, as many funding formulas are based on student attendance rather than enrollment. It represents the average number of students who attend school each day.

Charter School - A public school that operates under a "charter," essentially a contract or agreement that gives the school more flexibility in its operations than traditional public schools in exchange for increased accountability.

Authorizer- An entity, often a school district or state board of education, that grants charters and oversees charter schools to ensure they meet the terms of their charter.

(LCAP) Local Control Accountability Plan - A tool for schools and school districts to set goals, plan actions, and leverage resources to meet those goals to improve student outcomes.

(LCFF) Local Control Funding Formula - A method used in California to determine the amount of funding allocated to schools and school districts.

Direct-Funded- Charter schools that receive their funding directly from the state.

Locally Funded- Charter schools that acquire their funding through their district or county office.

Concentration Grant- Additional funding given to schools if a certain percentage of their students belong to specific categories, such as English learners or those eligible for free/reduced-price meals.

California School Dashboard- An online tool that displays the performance of schools and districts based on various metrics, from test scores to school climate.

(API) Academic Performance Index- A measure used to assess the academic performance and growth of schools.

(CDE) California Department of Education- The state agency that oversees public education in California.

(CAASPP) California Assessment of Student Performance and Progress- The state's system for measuring student academic performance and progress.

(CST) California Standards Tests- Standardized tests used in the state's public schools.

(EL) English Learner- Students whose primary language is not English and who need special assistance to achieve proficiency in the English language.

(SPED or SPEC ED) Special Education- Programs and services for students with disabilities.

(SELPA) Special Education Local Plan Area- An administrative unit that provides support for special education programs at the local level.

(IEP) Individualized Education Program- A plan outlining special education services for a student with disabilities.

(NCLB) No Child Left Behind- A U.S. Act of Congress that reauthorized the Elementary and Secondary Education Act; it included Title I provisions applying to disadvantaged students.

(ESSA) Every Student Succeeds Act- A U.S. law passed in December 2015 that governs United States K-12 public education policy. It replaced NCLB.

(CTE) Career Technical Education: Prepares students for a wide range of careers, from nursing to culinary arts to computer network design.

(SBE) State Board of Education- The governing and policy-making body for public K-12 education in California.

(LEA) Local Educational Agency- A public board of education or other public authority legally constituted within California for either administrative control or direction of, or to perform a service function for public schools.

(PTC) Parent-Teacher Club or Parent-Teacher Committee- An organization that brings together parents and teachers to collaborate on school events, activities, and student welfare.

Operating Budget- An annual budget outlining expected income and expenditures for the school's daily operations.

Performance Contract- An agreement detailing the academic performance levels a charter school must achieve.

(PPF) Per-Pupil Funding - The amount of money allocated to the school for each student enrolled. This is a primary source of funding for many charter schools.

Capital Budget- Funds allocated for acquiring or maintaining fixed assets, such as buildings and equipment.

Financial Audit- A thorough examination of a charter school's financial statements and related operations to ensure accuracy and compliance with accounting standards and regulations.

Fund Balance- The difference between assets and liabilities in a charter school's financial statement, essentially representing net worth.

(SEL) Social Emotional Learning- SEL integrates skills, behaviors, and attitudes into classrooms, school-wide practices, and family and community partnerships. It's aimed at promoting mental well-being, connectedness, and improved learning outcomes for students.

(SARC) School Accountability Report Card- is a tool used to provide parents and the community with important information about each public school. It is to ensure transparency and accountability in education of a school's operation and performance.

(STRS) State Teachers' Retirement System- a pension fund that serves public school teachers, administrators, and other educational professionals.

(PERS) Public Public Employees' Retirement System- a pension fund serves a broader range of public employees, including state, city, and county employees who aren't covered by STRS

(MYP) Multi Year Projection -refers to a financial forecasting tool that projects revenues, expenditures, and other relevant financial metrics over multiple years.

2nd Read Draft

Acronym	Explanation
AB	Assembly Bill
ACA	Assembly Concurrent Amendment or Affordable Care Act (also listed as PPACA)
ACR	Assembly Concurrent Resolution
ACT	American College Testing
ACCS	Appeal Commission for Charter Schools
ACSA	Association of California School Administrators
ADA	Average Daily Attendance or Americans with Disabilities Act
AFSCME	American Federation of State, County, and Municipal Employees
AMO	Annual Measurable Objective
AP	Advanced Placement
API	Academic Performance Index
ARRA	American Recovery and Reinvestment Act
ASAM	Alternative Schools Accountability Model
ASCC	Activity Supervisor Clearance Certificate
ASES	After School Education and Safety Program
ASSIST	After School Support and Information System
AU	Administrative Unit of a SELPA
AV	Assessed Value
AYP	Adequate Yearly Progress
BBA	Bipartisan Budget Act
BCLAD	Bilingual, Crosscultural, Language, and Academic Development
BCP	Budget Change Proposal
BIIG	Broadband Infrastructure Improvement Grant
BRL	Base Revenue Limit
BTSA	Beginning Teacher Support and Assessment
CAASPP	California Assessment of Student Performance and Progress
CADS	Consolidated Application Data System
CAHSEE	California High School Exit Exam
CALPADS	California Longitudinal Pupil Achievement Data System

Acronym	Explanation
CalPERS	California Public Employees' Retirement System
CalSTRS	California State Teachers' Retirement System
CALTIDES	California Longitudinal Teacher Integrated Data Education System
CalWORKS	California Work Opportunity and Responsibility to Kids
CAPA	California Alternate Performance Assessment
CARS	Consolidated Application and Reporting System
CAS	Central Authorization System
CASBO	California Association of School Business Officials
CASEMIS	California Special Education Management Information System
CASH	Coalition for Adequate School Housing
CBA	Collective Bargaining Agreement
CBEDS	California Basic Educational Data System
CBEST	California Basic Education Skills Test
CBIS	Course-Based Independent Study
CCC	California Community Colleges
CCEE	California Collaborative for Educational Excellence
CCR	California Code of Regulations (Title 5) or Coordinated Compliance Review
CCSESA	California County Superintendents Educational Services Association
CCSS	Common Core State Standards
CDE	California Department of Education
CDS	County-District-School
CEA	Current Expense of Education Unaudited Actuals
CELDT	California English Language Development Test
CEQA	California Environmental Quality Act
CFR	Code of Federal Regulations
CFT	California Federation of Teachers
CIF	California Interscholastic Federation
CLAD	Crosscultural, Language, and Academic Development
CMIS	Compliance Monitoring, Interventions, and Sanctions

Acronym	Explanation
CMO	Charter Management Organization
CNIPS	Child Nutrition Information Payment System
COE	County Office of Education
COLA	Cost-of-Living Adjustment
COP	Certificate of Participation
CPI	Consumer Price Index
CPM	Categorical Program Monitoring
CPR	California Performance Review
CSAM	California School Accounting Manual
CSBA	California School Boards Association
CSEA	California Subject Employees Association
CSET	California Subject Examination for Teachers
CSFA	California School Finance Authority
CSFG	Charter School Facility Grant
CSIS	California School Information Services
CSR	Class-Size Reduction or Comprehensive School Reform
CST	California Standards Test
CSTP	California Standards for the Teaching Profession
CTA	California Teachers Association
CTC	Commission on Teacher Credentialing
CTE	Career Technical Education
CTO	Compensatory Time Off
DAC	District Advisory Committee
DAIT	District Assistance and Intervention Team
DELAC	District English Language Advisory Committee
DGS	Department of General Services
DIS	Designated Instruction Services
DMP	Deferred Maintenance Program
DOF	Department of Finance

Acronym	Explanation
DSA	Division of the State Architect
DSS	Department of Social Services
EAAP	Education Audit Appeals Panel
EBITDA	Earnings Before Interest Depreciation and Amortization
EC	Education Code
EDCD	Education Code
EDGAR	Education Department General Administrative Regulation
EIA	Economic Impact Aid
EL	English Learner
ELA	English Language Arts
ELAC	English Language Advisory Committee
ELAP	English Language Acquisition Program
ELD	English Language Development
ELL	English Language Learner
ELO-P	Expanded Learning Opportunities Program
EMO	Educational Maintenance Organization
EPA	Education Protection Account
ERAF	Education Revenue Augmentation Fund
ERP	Economic Recovery Payment or Emergency Repair Program
ERT	Economic Recovery Target
ESEA	Elementary and Secondary Education Act
ESL	English as a Second Language
ESSA	Every Student Succeeds Act
ESY	Extended School Year
FAF	Federal Accounting Foundation
FAPE	Free and Appropriate Public Education
FASB	Federal Accounting Standards Board
FCMAT	Fiscal Crisis & Management Assistance Team
FERPA	Family Educational Rights and Privacy Act

Acronym	Explanation
FPM	Federal Program Monitoring
FRPM	Free and Reduced Price Meals
FTE	Full-Time Equivalent
FYP	Future Year Plan
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GATE	Gifted and Talented Education
GDP	Gross Domestic Product
GSA	Grade Span Adjustment
GO	General Obligation (Bond)
GPA	Governor's Performance Award Program
HOUSSE	High Objective Uniform State Standard of Evaluation
HPSGP	High Priority School Grant Program
HQT	Highly Qualified Teacher
HRA	Health Reimbursement Arrangement
HSA	Health Savings Account
IASA	Improving America's Schools Act
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Program
IHSS	In-Home Support Services
II/USP	Immediate Intervention/Underperforming Schools Program
IM	Immigrant
IMFRP	Instructional Materials Funding Realignment Program
IS	Independent Study
JLBC	Joint Legislative Budget Committee
JPA	Joint Powers Agreement or Joint Powers Authority
LAIF	Local Agency Investment Fund
LAO	Legislative Analyst's Office
LCAP	Local Control and Accountability Plan

Acronym	Explanation
LCFF	Local Control Funding Formula
LCI	Licensed Children's Institution (often used as a generic term to also encompass foster family homes and residential medical facilities)
LEA	Local Education Agency
LEP	Limited English Proficient
LPP	Lease Purchase Program
LRE	Least Restrictive Environment
MAA	Medi-Cal Administrative Activities
MEP	Migrant Education Program
MOE	Maintenance of Effort
MOU	Memorandum of Understanding
MPP	Minimum Proportionality Percentage
MSA	Minimum State Aid
MTSS	Multi-Tiered Systems of Support
MYP	Multiyear Projection
NAEP	National Assessment of Educational Progress
NCES	National Center for Education Statistics
NCLB	No Child Left Behind
NFPA	National Fire Protection Association
NPS/A	Nonpublic School/Agency
NSLP	National School Lunch Program
NSS	Necessary Small School or Necessary Small SELPA
OAL	Office of Administrative Law
OMB	Office of Management and Budget
OPEB	Other Postemployment Benefits
OPSC	Office of Public School Construction
P-1	First Principal (Apportionment)
P-2	Second Principal (Apportionment)
PAR	Peer Assistance and Review
PARS	Public Agency Retirement Services

Acronym	Explanation
PCA	Project Cost Account
PCSGP	Public Charter School Grant Program
PENSEC	Pupil Estimates for New or Significantly Expanding Charters
PEPRA	Public Employees Pension Reform Act
PERB	Public Employment Relations Board
PERS	Public Employees Retirement System
PGA	Parent Guardian Association
PI	Program Improvement
PKS	Particular Kinds of Services
PL	Public Law (federal law)
PL 81-874	Public Law 81-874 (Federal Impact Aid)
PMIA	Pooled Money Investment Account
PMIB	Pooled Money Investment Board
PPACA	Patient Protection and Affordable Care Act
PRSP	Pension Rate Stabilization Plan
PSAA	Public Schools Accountability Act
PSAT	Preliminary Scholastic Aptitude Test
PTA	Parent Teachers Association
QCR	Quality Control Review
QEIA	Quality Education Investment Act
QRIS	Quality Rating and Improvement Systems
QSCB	Qualified School Construction Bonds
QZAB	Qualified Zone Academy Bond
R-1	Revision 1 of the Principal Apportionment for Year XX
R-2	Revision 2 of the Principal Apportionment for Year XX
R-3	Revision 3 of the Principal Apportionment for Year XX
RDA	Redevelopment Agency
REU	Reserve for Economic Uncertainties
RFA	Request for Application

Acronym	Explanation
RFP	Request for Proposal
RI	Return on Investment
ROC/P	Regional Occupational Center/Program
RRMA	Routine Restricted Maintenance Account
RSDSS	Regional System of District and School Support
RSP	Resource Specialist Program
RTI	Response to Intervention
RTTT	Race To The Top
S4	Statewide System of School Support
SAB	State Allocation Board
SACS	Standardized Account Code Structure
SAIT	School Assistance and Intervention Team
SARB	School Attendance Review Board
SARC	School Accountability Report Card
SAT	Scholastic Aptitude Test
SAT-9	Stanford Achievement Test, Ninth Edition, Form T
SB	Senate Bill
SBAC	Smarter Balanced Assessment Consortium
SBE	State Board of Education
SBP	School Breakfast Program
SCA	Senate Constitutional Amendment
SCE	State Compensatory Education
SCO	State Controller's Office
SCR	Senate Constitutional Resolution
SDC	Special Day Class
SEA	State Education Agency
SED	Severely Emotionally Disturbed
SEIU	Service Employees International Union
SEIS	Special Education Information System

Acronym	Explanation
SELPA	Special Education Local Plan Area
SERAF	Supplemental Educational Revenue Augmentation Fund
SES	Socioeconomic Status or Supplementary Educational Services
SFID	School Facility Improvement District
SFP	School Facility Program
SFSD	School Fiscal Services Division of CDE
SFSF	State Fiscal Stabilization Fund
SIG	School Improvement Grant
SIP	School Improvement Program
SLAC	Schools and Library Assistance Corporation
SLIBG	School and Library Improvement Block Grant
SMAA	School-Based Medi-Cal Administrative Activities
SNOR	Student National Origin Report
SNP	School Nutrition Program
SNS	Supplement Not Supplant
SPED	Special Education
SPI	Superintendent of Public Instruction
SPSA	Single Plan for Student Achievement
SSC	School Site Council
SSI/SSP	Supplementary Security Income/State Supplementary Payment
SSPI	State Superintendent of Public Instruction
SST	Student Study Team; also Student Success Team
STAR	Standardized Testing and Reporting
STEM	Science, Technology, Engineering, and Mathematics
STRS	State Teachers Retirement System
SWD	Students with Disabilities
SWP	School Wide Program
TANF	Temporary Assistance for Needy Families
TAS	Targeted Assistance School

Acronym	Explanation
TIIG	Targeted Instructional Improvement Grant
TK	Transitional Kindergarten
TRANS	Tax and Revenue Anticipation Notes
UCP	Uniform Complaint Procedure
UMP	Universal Meal Program
UPP	Unduplicated Pupil Percentage
USAC	Universal Service Administrative Company
USF	Universal Service Fund

CSDC COPY
(Reference)

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Policy Review & Amendments

SUBJECT: Agenda Item 2.8 – Amended

2.8.1 Sick Leave Benefits Policy #306
2.8.2 Gifts, Grants & Bequests Policy (*formally: Acceptance of Gifts Policy*)

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve to Approve Amendments

BACKGROUND:

The Sick Leave Policy has been amended to reflect changes on the limits on use of paid sick leave and clarify when verification of sick leave absence is required.

The previous Acceptance of Gifts policy has been amended as Gifts, Grants & Bequests Policy. The policy outlines procedures and restrictions when it comes to gifts, grants, or bequests of money, property, or services to the school.

- See Attached: Sick Leave Policy Draft
- See Attached: Gifts, Grants & Bequests Policy

REFERENCE:
RSA Policies & Procedures/Governing Board Policies/Policy Adoption

306 Sick Leave Benefits Policy

RSA INC. provides paid sick leave (“PSL”) benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. All employees (including part-time and temporary) who work for RSA INC. for more than 30 days within a year in California are eligible to accrue PSL beginning on the first day of employment under the accrual rate and cap set forth in this policy

Accrual Rate, Cap and Carryover

Eligible exempt employees will accrue sick leave benefits at the rate of 1 day per assigned calendar work month, up to twelve (12) days per school year (8 hrs. for full time day/12 months per year), which will be allowed to accumulate and carry over with no cap. Employees working less than one FTE will accrue a prorated portion of sick leave benefits.

Eligible nonexempt employees will accrue sick leave benefits at the rate of 1 day per assigned calendar work month, up to twelve (12) days per year (8 hrs. for full time day/ 40 hours per week service); Nonexempt employees working less than 40 hours per week will accrue a prorated portion of sick leave benefits

All temporary and substitute employees will accrue sick leave at the rate of one hour for every 30 hours worked, up to a cap of 48 hours of PSL. Once the employee’s PSL reaches the maximum, further accrual of PSL is suspended until the employee has reduced the PSL balance below this limit. In such a case, no PSL will be earned for the period in which the employee’s PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to this maximum accrual.

Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits. PSL accrues on an as-worked basis and does not accrue during any non-working time or unpaid leave of absence.

Limits on Use of Paid Sick Leave

New employees may use accrued paid sick days ~~beginning on the 90th day of employment when applicable as soon as they have been accrued~~. Employees may determine how much paid sick leave he or she needs to use; provided that any leave taken is no less than one hour. An employee who absents himself or herself from work for part or all of a workday for a reason covered by this policy, ~~will~~ may ~~be required to~~ use accrued PSL to make up for the absence.

Reason for Use of Paid Sick Leave

Eligible employees may use their accrued PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee’s family member. For purposes of this policy, “family member” means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee. “Child” means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. “Parent” means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee’s spouse or registered domestic partner. “Spouse” means a legal spouse, as defined by California law.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault and for the purposes described in Labor Code sections 230(c) and 230.1(a) relating to obtaining relief therefor.

Notification

An employee must provide reasonable advance notification to the School Secretary or direct supervisor before the scheduled start of their workday if possible, as well as submit an Absence from Duty form. Certificated staff must submit a substitute request in FrontLine or other designated platform. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

If an employee is absent for three (3) or more consecutive days due to illness or injury, verification from a healthcare provider, or confirmation of a positive COVID-19 test, must ~~may~~ be required provided to continue leave or to return to work.

Termination

Unused sick leave benefits will not be paid out to employees while they are employed or upon termination of employment.

No Discrimination or Retaliation

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

~~Policy 3290:~~ Gifts, Grants And Bequests

Status: ADOPTED

Original Adopted Date: ~~02/12/2019~~

The ~~Governing Board of Trustees~~ may accept any gift, grant, or bequest of money, property, or service to the ~~district School from School from~~ any individual, organization, foundation, or public or private agency that desires to support the ~~School district's~~ educational program. While greatly appreciating suitable donations, the ~~Governing Board Governing Board~~ shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of ~~district~~ students or its ability or commitment to provide equitable educational opportunities.

~~(cf. 0200—Goals for the School District)~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~(cf. 0415—Equity)~~

~~(cf. 1260—Educational Foundation)~~

~~(cf. 9270—Conflict of Interest)~~

Before accepting any gift, grant, or bequest, the ~~Governing Board~~ shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the ~~district's School's~~ vision, philosophy, and operations. If the ~~Governing Board~~ believes the ~~School district~~ will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

~~(cf. 0000—Vision)~~

~~(cf. 0100—Philosophy)~~

In addition, the ~~Governing Board~~ shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
2. Entail undesirable or excessive costs
- ~~3. Promote the use of violence, drugs, tobacco, or alcohol~~ ~~(cf. 5131.6—Alcohol and Other Drugs)~~

~~3. (cf. 5131.62—Tobacco)~~

4. Advertise or endorse the use of non-nutritious food or beverages during the school day

~~(cf. 5030—Student Wellness)~~

5. Encourage or enable the violation of any law or ~~school district~~ policy
- ~~6. Imply endorsement of any business or product or unduly commercialize or politicize the school environment~~ ~~(cf. 1325—Advertising and Promotion)~~

~~6.~~ Any gift of books or instructional materials may only be accepted if they meet ~~the school district~~ criteria for selection of instructional materials.

~~(cf. 6161.1—Selection and Evaluation of Instructional Materials)~~

~~(cf. 6161.11—Supplementary Instructional Materials)~~

All gifts, grants, and bequests shall become ~~district the School~~ property. Donors are encouraged to donate all gifts to

the district rather than to a particular site, school, program, -classroom, or teacher. At the Executive Director Superintendent or designee's discretion, a gift may be used at a particular site, program, school or classroom.

When any gift of money received by the district is not immediately used, it shall be placed in the county treasury in accordance with law. (Education Code 41030-41031)

~~(cf. 3430—Investing)~~

~~The~~ The Executive Director Superintendent or Director or designee may annually provide a report to the Governing Board indicating the gifts, grants, and/or bequests received on behalf of the School district in the preceding fiscal year. The report shall include a statement of account and expenditure of all gifts of money and an inventory of all gifts of physical assets.

~~(cf. 3440—Inventories)~~

~~(cf. 3460—Financial Reports and Accountability)~~

Corporate Sponsorship

The Governing Board ~~Governing Board~~ may enter into an agreement or arrangement with an outside entity for the sponsorship of an educational, athletic, or other program or activity. When appropriate, the agreement may allow the outside entity to advertise or promote its business, product, or service in district publications or on district property or web sites.

~~(cf. 1113—District and School Web Sites)~~

~~(cf. 1700—Relations Between Private Industry and the Schools) (cf.~~

~~3312—Contracts)~~

~~(cf. 6145.2—Athletic Competition)~~

Every sponsorship agreement shall be in writing and shall be approved by the Executive Director Superintendent or designee. The Executive Director Superintendent or designee shall ensure that the School district's relationship and arrangement with the sponsor are consistent with the School district's mission, values, and goals. Any advertising or promotional message, image, or other depiction to be used by the sponsor shall meet the standards set for commercial advertising on district property and in district-sponsored publications in accordance with BP 1325 - Advertising and Promotion.

Each sponsorship agreement shall contain statements including, but not limited to:

1. The purpose of the relationship with the sponsor, details of the benefits to the district, and how the benefits will be distributed
2. The duration of the agreement and the roles, expectations, rights, and responsibilities of the district and the sponsor, including whether and to what extent the sponsor is allowed to advertise or promote its products and/or services
3. The authority of the Board to retain exclusive right over the use of the district's name, logo, and other proprietary information and the requirement that the sponsor obtain prior approval of the Board before using such information
4. The prohibition against the collection or distribution of students' personal information except as allowed by law
5. The authority of the Board to terminate the agreement without any penalty or sanction to the district if the sponsor's message, business, or product becomes inconsistent with the district's vision, mission, or goals or the sponsor engages in any prohibited activity

~~(cf. 5022—Student and Family Privacy Rights)~~

~~(cf. 5125—Student Records)~~

Online Fundraising

Any person or entity who wishes to conduct an online fundraising campaign, including a crowdfunding campaign, for the benefit of the district, a school, or a classroom may be required to submit a written request for prior approval to the Superintendent or designee. Approval of requests shall take into consideration compatibility with the district's vision and goals, core beliefs, instructional priorities, ~~and infrastructure~~; the manner in which donations are collected and distributed; equity of the use of funds; and any other factors deemed relevant or appropriate by the district.

Any person or entity approved to conduct an online fundraising campaign shall comply with relevant district policies and procedures, including ensuring financial transparency in describing the purpose and use of the funds and protecting student privacy as applicable. Such person or entity shall specify that the district, rather than a staff member, classroom, or school, will own the funded resources.

Funds raised by an online fundraising campaign and donated to the ~~School district~~ shall be subject to the same terms, criteria for acceptance, and accountability measures as any other donation as specified in this policy.

Appreciation

The Governing Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.

DRAFT

ACCEPTANCE OF GIFTS

All Board members who receive gifts in their individual capacity must reflect such gifts in accordance with the Political Reform Act annually on their Form 700, if required.

The following gifts or donations must be accepted by the Board at a regularly scheduled Board meeting: real property, gifts of personal property and gifts of securities. The Board will not accept gifts that would result in the School losing its charter, would result in the School losing its tax-exempt status with the IRS, are not valuable enough in relation to the difficulty or expense in administration, could produce unacceptable consequences for the School or are in contravention of School's mission.

Adopted: December 11, 2008

Amended: February 11, 2020

Amended Copy
(2/11/20)

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Policy Review & Amendments

SUBJECT: Agenda Item 2.9 – 1st Reads
2.9.1 Naming of Facility Policy – New

PREPARER: Lane Carlson

RECOMMENDATION: Discussion

BACKGROUND:

RSA will introduce the Naming of Facility Policy for discussion. The policy will serve to establish procedures and guidelines for RSA. A final draft will be presented the following month for final approval.

- See Attached: Naming of Facility Policy

REFERENCE:

RSA Policies & Procedures/Governing Board Policies/Policy Adoption

The Governing Board may name School-owned or leased buildings, grounds, and facilities in recognition of:

1. Individuals, living or deceased, and entities that have made outstanding contributions, including financial contributions, to the school community.

Research and rationale for each naming request is to be completed and submitted by the person/party/school supporting organization presenting the request at the time the request is made.

2. Individuals, living or deceased, who have made contributions of statewide, national, or worldwide significance.

Research and rationale for each naming request is to be completed and submitted by the person/party/school supporting organization presenting the request at the time the request is made.

3. The geographic area in which the school or building is located.

The Board encourages community participation in the process of selecting names. An Advisory Committee shall be appointed by the Board, consisting of: the Executive Director, one Site Principal (~~not to be from the site where the facility is to be named~~), three community members, selected by the Executive Director, and two staff members (1 certificated and 1 classified, each employed a minimum of 15 years at RSA) selected by the Executive Director.

4. Naming requests will be considered once per year, and must be submitted to the Executive Director's Office. The Advisory Committee will subsequently be convened to review the request and the Committee's recommendation will be presented to the Board no later 90 days at public regular board meeting.

Any name adopted for any new school or facility shall not be so similar to the name of any existing School as to result in confusion to members of the community.

Before adopting any proposed name, the Board shall hold a public hearing at which members of the public will be given an opportunity to provide input.

When naming or renaming a School building or facility, the Board may specify the duration for which the name shall be in effect.

5. The Board reserves the authority to terminate the naming of a school facility if it determines that the grantee, subsequent to receiving the naming right, has engaged in any criminal or unlawful acts that might bring the School in disrepute.

Memorials

Upon request, the Board may consider erecting monuments, or dedicating buildings, parts of buildings, athletic fields, or other School facilities, in memory of deceased students, staff members, community members, and benefactors of the School.

Naming in Recognition of a Business or Commercial Product

The Board may name any School building or facility in recognition of a business or commercial product. In doing so, the Board shall enter into a written agreement which shall:

1. Specify the benefits to the School from entering into the agreement

2. State the roles and responsibilities of the parties to the agreement, including whether or not the Board shall retain the power to approve any proposed name

3. Provide details related to the naming right granted, including the building, grounds, or facility involved and the duration for which the name shall be in effect

4. Prohibit any message, image, or other depiction that advocates or endorses the use of drugs, tobacco, or alcohol, encourages unlawful discrimination against any person or group, or promotes the use of violence or the violation of any law or School policy

(Nondiscrimination in School Programs/Activities)

(Gifts, Grants and Bequests)

5. The Board reserves the authority to terminate the naming right if it determines that the grantee, subsequent to receiving the naming right, has engaged in any of the prohibited acts stated in item #4 above or other criminal or unlawful acts that might bring the School into disrepute

6. Should a School, building or facility that has been named be sold or no longer used by the School, the naming of that facility will not automatically transfer to any other facility.

1st Read Draft

**Redding School of the Arts, Inc.
California Not for Profit Corporation**

Personnel Reporting

SUBJECT: Agenda Item 2.10 – Personnel Updates

New Hires:

- o Ken Hood – 10/16/2023 High School Special Ed Specialist – Part-Time

Changes in Employment:

- o Mimi Kladt- 9/21/2023 Custodian – Full-Time

Resignations:

- o Ali Hijazi– 9/20/2023 Custodian – Full-Time

PREPARER: Lane Carlson

RECOMMENDATION: Discussion/Action to Approve Personnel Updates

BACKGROUND:

It is the Governing Boards responsibility to hire and terminate, upon nomination and recommendation of the School Director, all personnel.

REFERENCE:

Governing Board Policies/Board Duties & Responsibilities/Staffing & Personnel